

# **Cedar Ridge School District**

**[www.cedarwolves.org](http://www.cedarwolves.org)**

**All buildings – 870-201-2577**



## **2025-2026 Student Handbook**

## **MISSION**

The Cedar Ridge School District exists to provide an environment where everyone thrives to develop successful individuals through positive relationships, relevant experiences, and high expectations.

## **VISION**

Preparing today's students to become tomorrow's leaders.

## **Core Belief Statements**

WE BELIEVE...

- Everyone can learn, grow, and improve.
- Everyone should be cared for and valued.
- In providing the best learning environment for all.
- In high expectations for everyone.
- Education should be engaging, relevant, and rigorous.

**BOARD OF EDUCATION**

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# Section 1: District Policies

## **DP.3.30 – PARENT-TEACHER COMMUNICATION**

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

## **DP.4.1 – RESIDENCE REQUIREMENTS**

Definitions:

"In loco parentis" means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance; however, a student previously enrolled in the district whose parents move the student into another district or who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and the employee's child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

#### **DP.4.2 – ENTRANCE REQUIREMENTS**

To enroll in a school in the District, the child must:

- A. Be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS);
- B. Meet the criteria outlined in Policy:
  - 4.40—HOMELESS STUDENTS; or
  - 4.52—STUDENTS WHO ARE FOSTER CHILDREN;
- C. Be accepted as a transfer student under the provisions of policy 4.4; or
- D. Participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

A student may enter kindergarten if the student:

- Meets one of the requirements for school attendance of A through D above; and
- Falls under one of the following:
  - Will attain the age of five (5) on or before August 1 of the year in which the student is seeking initial enrollment; or
  - Has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days and:
    - Will become five (5) years old during the year in which the student is enrolled in kindergarten; and
    - Submits a written request for enrollment to the District; or
    - Was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country and:
  - Becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody.

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

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

1. The parent, legal guardian, person having lawful control of the student or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;

- d. A passport;
  - e. An affidavit of the date and place of birth by the child’s parent, legal guardian person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District, the Board reserves the right to not allow the enrollment of such students until the time of the person’s expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, or have an exemption issued by the Arkansas Department of Health.

**Uniformed Services Member's Children**

For the purposes of this policy:

- “Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.
- “Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. chapters 1209 and 1211 or 42 U.S.C. § 204.
- “Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.
- "Dual status military technician" means a federal civilian employee who is:
  - Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
  - Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
  - Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.
- "Eligible child" means the children of:
  - active duty members of the uniformed services;
  - members of the active and activated reserve components of the uniformed services;
  - members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; &
  - members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
  - Dual status military technicians; and
  - Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.
- "Traditional member of the National Guard or federal reserves" means an active member of the Selected Reserve subject to mobilization and deployment for which he or she attends monthly and annual training periods.
- “Transition” means the:
  - Formal and physical process of transitioning from public school to public school; or
  - Period of time in which a student moves from a sending district to a receiving district.
- “Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.
- “Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child as defined in this policy shall:

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

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

### **International Exchange Students**

"Host family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

- Be certified by the Council on Standards for International Educational Travel;
- Provide documented proof of the international exchange student's English proficiency; and
- Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.

Upon an international exchange student's arrival, the international exchange student may be required to submit to

quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees. Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District's results on the statewide assessments.

The District shall provide English-language services to international exchange students as necessary.

#### **DP.4.3 – COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll the child and ensure the attendance of the child at a District school with the following exceptions:

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

#### **DP.4.4 – STUDENT TRANSFERS**

Transfer applications received by the Cedar Ridge School District shall be placed on the Board's next meeting agenda. At least five (5) days before the meeting where the transfer application appears on the agenda, the superintendent shall notify the Board regarding:

- All transfer applications received since the last meeting; and
- The superintendent's recommendation concerning each transfer application.

Each transfer application shall be considered individually and receive a separate vote by the Board. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to a student who submits a transfer application shall be given at least five (5) minutes to present the student's case for a transfer to the Board.

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

If the superintendent intends to recommend the Board deny the transfer application, the superintendent shall provide a written explanation of the reasons for the recommendation to the Board and the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The parent, legal guardian, person having lawful control of a student, or person standing in loco parentis to the student who submitted a transfer application that was rejected may appeal the decision of the Board to the State Board of Education.

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational

entities.

Any student transferring from a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

#### **DP.4.5 – SCHOOL CHOICE**

(copy available upon request or online)

*Note:* Students may enroll or leave the district through school choice. Contact should be made with the Central Office to exercise this option. Contact must be made by May 1st prior to the beginning of the next school year.

#### **DP.4.6 – HOME SCHOOLING**

(copy available upon request or online)

#### **DP.4.7 – ABSENCES**

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

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

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

Students shall not be absent, as defined in this policy, more than ten (10) days in a semester.

Students who arrive after 10:00 a.m. or check out prior to 1:00 p.m. will be counted absent for a (½) half day. This applies to Cedar Ridge Elementary School.

Students who miss half or more of individual class periods will be counted absent from those classes. Loss of credit and other consequences related to full and half day absences will result. This applies to Cedar Ridge High School.

When students miss four (4) days in a semester, parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis will be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

Students exceeding the allowable number of absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation at the discretion of the principal. Unexcused 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 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) permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing 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 the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent; legal guardian; or person standing in loco parentis, and the school or district administrator or designee.

**Excused and Unexcused Absences:** For the purpose of notifying parents of absences, such absences may not be categorized as excused or unexcused. Students are permitted to miss the allowable number of days as stated previously in this policy. Any days missed exceeding the policy's allowable days will be considered unexcused unless professional documentation can be provided within five (5) school days of the absence(s). Examples are notes from doctors, dentists, funerals, court, appointment with a government agency, etc., see additional absences section below. Absences due to out-of-school suspensions and expulsions will be considered unexcused. **\*\*Documentation may be accepted later pending administration approval.**

**Additional 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, person in loco parentis, or appropriate government agency stating such reason:

1. Participation in an FFA, FHA, or 4-H sanctioned activity;
2. Participation in the election poll workers program for high school students.
3. 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 allowable days shall be at the discretion of the superintendent or designee.
4. 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).
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
6. Due to the student having been sent home from school due to illness.
7. 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.
8. Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.
9. Absences due to conditions related to pregnancy or parenting, including without limitation:
  - Labor, delivery, and recovery;
  - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
  - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
  - A legal appointment related to pregnancy or parenting, including without limitation:
    - Adoption;
    - Custody; and
    - Visitation
  - A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
  - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.

**Required Notifications:** The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

#### **DP.4.8 – MAKE-UP WORK**

Students who miss school shall be allowed to make up the work they missed during their absence under the following rules. (Leniency should be exercised in the elementary school).

1. Students are responsible for completing missed assignments.
2. Teachers are responsible for providing the missed assignments.
3. Students shall have one class day to make-up their assignments/tests for each class day they are absent.

4. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
5. Students are responsible for turning in their make-up work.
6. Students who are absent on the day their make-up work is due must turn in their work the day they return to school.
7. As required/permitted by the student's Individual Education Program or 504 Plan

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

- a. Retaking a semester at the District school where the student is enrolled;
- b. Participating in an online course credit recovery program;
- c. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
  - Complete the student's coursework within the current school year; or
  - Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and
- d. Receiving home-based instruction services.

**DP.4.9 – TARDIES**

(copy available upon request or online)

**DP.4.10 – CLOSED CAMPUS**

Cedar Ridge Elementary campus will be closed. Students are required to stay on campus. If a parent wishes to sign their student out, the parent must come in person to the school office and sign their child out.

Cedar Ridge High School campus will be closed except during lunch for juniors and seniors in good standing. Good standing is defined as no major office referrals and no D's or F's. If a parent wishes to sign their student out, the parent must call the school office to make prior arrangements with the administration for the student to leave campus.

**DP.4.11 – EQUAL EDUCATIONAL OPPORTUNITY**

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

Inquiries on non-discrimination may be directed to the Superintendent, who may be reached at 870-201-2577.

Any person may report sex discrimination, including sex-based harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sex-based harassment.

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**DP.4.12 – STUDENT ORGANIZATIONS/ EQUAL ACCESS**

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.

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.

#### **DP.4.13 – PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION**

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)).

For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Cedar Ridge School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file- marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

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

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq. The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents

**DP.4.13F – OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION**

(copy available upon request or online)

**DP.4.14 – STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE**

(copy available upon request or online)

**DP.4.15 – CONTACT WITH STUDENTS WHILE AT SCHOOL**

**Contact by Parents**

Parents wishing to speak to their children during the school day shall register first with the office.

**Contact by Non-Custodial Parents**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal’s designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District’s schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student’s building principal. Unless a valid no-contact order has been filed with the student’s principal or the principal’s designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

**Contact by Law Enforcement, Social Services, Or by Court Order**

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either

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

#### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

#### **DP.4.16 – STUDENT VISITORS**

(copy available upon request or online)

#### **DP.4.17 – STUDENT DISCIPLINE**

The Cedar Ridge 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 of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school 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.

The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Cedar Ridge School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

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

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

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

#### **DP.4.18 – PROHIBITED CONDUCT**

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

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession and use of a personal electronic device except as authorized by Policy 4.47 or by the student's IEP or 504 Plan;
8. 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;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sex-based harassment
22. Bullying
23. Operating a vehicle on school grounds while using a wireless communication device.

Consequences for students who exhibit prohibited behaviors not limited to the list above may range from a minimum of a warning to a maximum of expulsion. The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

#### **DP.4.19 – CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

The District's Student Code of Conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

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

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian. All students are eligible to receive bus transportation provided that they are not removed from buses due to unacceptable conduct. There is no guarantee in regard to the distance between the residence of the student and the closest bus stop. The District Transportation Director will set stops that take into account the age of children being transported, the safety of students, the length of bus routes, and the time required to complete a route. Audio and Video surveillance may be present on district buses

and other vehicles. Only parents of students directly involved in incidents leading to suspension or expulsion from school or riding a bus may view a recording. Viewing must be approved by a principal or the District Transportation Director. The conduct of students riding buses is expected to meet the same standards required during the school day with the additional expectation of behavior that does not jeopardize the safety of the student or other riders.

#### **DP.4.20 – DISRUPTION OF SCHOOLS**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

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

#### **DP.4.21 – STUDENT ASSAULT OR BATTERY**

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

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

#### **DP.4.22 – WEAPONS AND DANGEROUS INSTRUMENTS**

##### **Definitions**

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

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

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

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while: In a school building; on or about school property; at any school sponsored activity or event; on route to or from school or any school sponsored activity; or off the school grounds at any school bus stop.

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

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

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.

Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws

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

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

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

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

#### **Definitions**

Drug: Any substance considered illegal by Arkansas Statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician.

#### **DP.4.23 – TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS**

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

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

#### **DP.4.24 – DRUGS AND ALCOHOL**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools. Therefore, no student in the Cedar Ridge 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 on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to;

- Alcohol, or any alcoholic beverage;
- Inhalants or any ingestible matter that alter a student’s ability to act, think, or respond;
- LSD or any other hallucinogen;
- Marijuana;<sup>1</sup>
- Cocaine, heroin, or any other narcotic drug;
- PCP;
- Amphetamines;
- Steroids;
- “Designer drugs”;
- Look-alike drugs; or
- Any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other

perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

All over-the-counter or prescription drugs brought on campus must be for the exclusive use of the individual student bringing them. The drugs are to be immediately taken to the appropriate school office upon the student’s arrival. The drugs are to be kept in the administrative or nurse’s office unless an exception is approved by the principal or school nurse.

Over-the-counter or prescriptions drugs shall not to be sold, distributed, attempted to be sold, attempted to be distributed, or given to any other student. Students who sell, give, or attempt to sell or give, such drugs to other students will be subject to disciplinary action including suspension or expulsion. Using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited. Students who purchase or accept such drugs will be subject to disciplinary action, including suspension or expulsion.

If a principal confirms that a student has possessed, attempted to possess, used, sold or distributed, or attempted to sell or distribute illegal, prescription, over-the-counter drugs, or alcohol in violation of this policy, he/she will take the following steps: the student’s parents will be notified; the appropriate law enforcement agency will be contacted; the student may be suspended for the maximum number of days permitted in the school’s Student Handbook and school district policies; the principal and superintendent may recommend expulsion for involvement in a first incident in a school year.

#### **DP.4.24.1 – MANDATORY STUDENT DRUG TESTING POLICY**

Activity Programs: Any activity that meets the guidelines of the Arkansas Activities Association or school sponsored activity program, *including student drivers*. These activities are listed below:

Archery	Baseball	Basketball	Cheerleading	Cross Country	Football
Golf	Shooting Team	Softball	Tennis	Track	Volleyball
Wrestling	Art Club	Band	Beta	Chess Club	Choir
Drama Club	FBLA	FCCLA	FFA	Quiz Bowl	Robotics
Student Council	Yearbook	Skills USA		Others that may be formed	

School Year: From the first day of classes in the fall, unless the activity begins prior to the first day of classes; in which event, from the first day of activity through the last day of classes in the spring.

**Policy Statement** – Cedar Ridge School District (“the district”) is conducting a mandatory drug-testing program for students. Its purpose is threefold:

1. to provide for the health and safety of students in all Activity Programs **grades 6-12**;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and
3. to encourage students who use drugs to participate in drug treatment programs.

#### **Procedures for Students**

Consent: Each student wishing to participate in any activity program and the student’s custodial parent or guardian shall consent in writing to drug testing pursuant to the District’s drug testing program. Written consent shall be in the form attached to this policy as 4.24F—Drug Testing Policy General Authorization Form. No student shall be allowed to participate in any activity program absent such consent. Students not involved in activities may be allowed to voluntarily participate in the testing pool with a consent form signed by the parent or guardian.

Student Selection: At the option of the district, all students in activity programs may be drug tested at the beginning of the school year. In addition, random testing will be conducted periodically during the school year. Selection for random testing will be by lottery drawing from a “pool” of all students participating in activity programs in the district at the time of the drawing. A single test can be required by a principal from a student for reasonable suspicion. The superintendent shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

**Sample Collection** – Samples will be collected at a mutually convenient time on the same day the student is selected for testing or if the student is absent on that day, on the day of the student’s return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

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

**Prescription Medication** – Students who are taking prescription medication may provide a copy of the prescription or a doctor’s verification, which will be considered in determining whether a “positive” test has been satisfactorily explained. That documentation will be forwarded to the testing lab with instructions for the lab to consider the student’s use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for “positive tests.”

**Scope of Test** – The drug screen tests for one or more illegal drugs. The superintendent or his designee shall decide from week to week which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

**Limited Access to Results** – The results will be reported only to the superintendent and/or principal or to such guardian will be notified and a meeting will be scheduled with the Superintendent or his designee, the student, the custodial parent or legal guardian, and the student’s principal and head coach or sponsor.

**1<sup>st</sup> Positive Result** – For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, and activities of Cedar Ridge School District for a period of twenty (20) days. The student will be recommended for counseling, if any charge is incurred, it will be the responsibility of the parents. On day twenty-one (21), the student will be allowed to be retested (at the expense of the parent/guardian). If the tests results are found to be negative, the student will again become eligible for competitions, presentations, and activities relating to Cedar Ridge School District. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian. The cost of the drug screen or lab test is \$40 (price may vary). The duration will be determined by the principal. It will be a maximum of six (6) months. A student may be required to practice or participate in off-season activities at the head coach’s or sponsor’s discretion. He/she cannot compete or dress out for any competition.

**2<sup>nd</sup> Positive Result** – For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following fall semester.

**3<sup>rd</sup> Positive Result** – For the third positive result, the student will be suspended from participating in activities or the remainder of his enrollment with the school. This may be appealed to the school board.

**Non-Punitive Nature of Policy** – No student shall be penalized academically for testing positive. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drugs tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent or legal guardian will be notified as soon as possible by the district.

**Other Disciplinary Measures** – The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

#### **DP.4.24.1F – DRUG TESTING POLICY GENERAL AUTHORIZATION FORM**

(copy in Student Forms and online)

#### **DP.4.25 – STUDENT DRESS AND GROOMING**

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.

A student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student’s natural, protective, or cultural hairstyle includes without limitation

afros, dreadlocks, twists, locks, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

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

#### **DP.4.26 – GANGS AND GANG ACTIVITY**

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

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

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

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

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

#### **DP.4.27 – STUDENT SEX DISCRIMINATION AND SEX-BASED HARASSMENT**

The Cedar Ridge School District is committed to providing an academic and work environment that treats all students and employees with respect and dignity. Student achievement is best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sex-based harassment is a form of sex discrimination that undermines the integrity of the educational and work environment and will not be tolerated.

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

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

#### **Definitions**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sex discrimination or sex-based harassment.

“Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged sex discrimination or sex-based harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sex discrimination or sex-based harassment occurs.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sex-based harassment.

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

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct;<sup>2</sup> or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;

2. The conduct is:
  - a. Unwelcome; and
  - b. Is subjectively and objectively offensive and so severe, or pervasive, that it limits or denies a person the ability to participate in or benefit from the District's education program or activity based on the totality of the circumstances; or
3. Constitutes:
  - a. Sexual assault;
  - b. Dating violence
  - c. Domestic violence; or
  - d. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or made available to the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a complaint or where no complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sex-based harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; restrictions on contact between one or more parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sex-based harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

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

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Treatment based on an individual’s pregnancy or pregnancy related conditions;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Students who believe they have been subjected to sex-based harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sex-based harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sex-based harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sex-based harassment. As soon as reasonably possible after receiving a report of alleged sex-based harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a complaint;
- explain to the complainant the process for filing a complaint; and
- Provide the complainant information on the District’s grievance procedures.

#### **Title IX Coordinator Initiated Complaint**

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, the Title IX Coordinator shall determine whether to initiate a complaint. When determining whether or not to initiate a complaint, the Title IX

Coordinator shall consider the following factors, at a minimum:

1. The complainant's request not to proceed with initiation of a complaint;
2. The complainant's reasonable safety concerns regarding initiation of a complaint;
3. The risk that additional acts of sex discrimination or sex-based harassment would occur if a complaint is not initiated;
4. The severity of the alleged sex discriminator sex-based harassment, including whether it would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
5. The age and relationship of the parties, including whether the respondent is a District employee;
6. The scope of the alleged sex discrimination or sex-based harassment, including information suggesting a pattern, whether the sex discrimination or sex-based harassment is ongoing, or the sex discrimination or sex-based harassment is alleged to have impacted multiple individuals;
7. The availability of evidence to assist a decision maker in determining whether sex discrimination or sex-based harassment occurred; and
8. Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

After considering these and other relevant factors, the Title IX Coordinator may initiate a complaint if the Title IX Coordinator determines that the conduct as alleged:

- A. Presents an imminent and serious threat to the health or safety of the complainant or other person; or
  - B. Prevents the District from ensuring equal access on the basis of sex to its education program or activity.
- If the Title IX Coordinator initiates a complaint, the Title IX Coordinator shall notify the complainant prior to doing so and appropriately address reasonable concerns about the safety of the complainant or others, which may include providing supportive measures.

### **Supportive Measures**

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a complaint or where no complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

The Title IX Coordinator shall designate an individual to whom the District's providing, denying, modifying, or terminating of supportive measures may be appealed. The designated individual shall have authority to modify or reverse the District's decision if it is determined that the decision to provide, deny, modify, or terminate the supportive measure(s) was inconsistent with the definition of supportive measures. A party shall have the opportunity to seek additional modification or termination of a supportive measure applicable to them if there is a material change in circumstances.

### **Students with Disabilities**

If a complainant or respondent is a student with a disability, the Title IX Coordinator shall consult with one (1) or more members, as appropriate, of the student's Individualized Education Program (IEP) team or the student's 504 team to ensure compliance with the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973 throughout the grievance process.

### **Complaint**

A complaint may be filed with the Title IX Coordinator in person, by phone, by mail, or by email. Upon receipt of a complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sex-based harassment including sufficient details known at the time to allow the parties to respond to the allegations. Sufficient details include:
  - ✚ The identities of the parties involved in the incident, if known;
  - ✚ The conduct allegedly constituting sex-based harassment; and
  - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- A statement that retaliation is prohibited;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;

- That the parties may inspect and review evidence relevant, and not otherwise impermissible, to the complaint of sex-based harassment; and
- That the District’s code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate complaints of allegations of sex-based harassment where the allegations of sex-based harassment arise out of the same facts or circumstances and the complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

When investigating a complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:
  - Whether obtained from a party or other source;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least five (5) days prior to completion of the investigative report, the District shall send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least five (5) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties’ inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- To the party proposing the questions, provide an explanation regarding any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if

the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than five (5) days following the completion of the investigation period, the decision-maker shall issue a written determination regarding responsibility.

The written determination shall include:

1. Identification of the allegations potentially constituting sex discrimination or sex-based harassment;
2. A description of the procedural steps taken from the receipt of the complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. Site visits;
  - d. Methods used to gather other evidence; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a complaint. If the conduct alleged in the complaint would not constitute sex-based harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sex-based harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss a complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the complaint or any allegations therein;
- The District was unable to identify the respondent after taking reasonable steps to do so;
- The respondent is no longer employed or enrolled at the District;
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or allegations therein; or
- The District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination or sex-based harassment.

Upon the dismissal of a complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The Title IX Coordinator may delegate the investigation or the determination as necessary to prevent a conflict from arising or the appearance of bias, including hiring an individual or individuals to conduct the investigation or to act as the decision-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sex discrimination and sex-based harassment, both informal reports and complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sex-based harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a complaint of sex-based harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Emergency removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sex discrimination or sex-based harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a complaint of sex discrimination or sex-based harassment, testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sex discrimination or sex-based harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sex-based harassment, arise out of the same facts or circumstances as a report or complaint of sex discrimination or sex-based harassment, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

### **Disciplinary Sanctions**

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sex discrimination or sex-based harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sex discrimination or sex-based harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sex discrimination or sex-based harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sex discrimination or sex-based harassment alone is not sufficient to conclude that any party made a

false allegation or materially false statement in bad faith.

### **Barriers to reporting**

The Title IX Coordinator shall monitor for barriers to reporting information about conduct that reasonably may constitute sex discrimination or sex-based harassment and shall take steps reasonably calculated to address such barriers.

### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sex discrimination or sex-based harassment investigation including:
  - Any determination regarding responsibility;
  - Any disciplinary sanctions imposed on the respondent;
  - Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
  - Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or complaint of sex discrimination or sex-based harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- Records documenting the actions the District has taken to meet its obligations to eliminate sex discrimination, including reviewing barriers to reporting potential sex discrimination and the employee notification requirements, regarding each notification the Title IX Coordinator received of information about conduct that reasonably may constitute sex discrimination.

### **DP.4.28 – LASER POINTERS**

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

### **DP.4.29 – TECHNOLOGY ACCEPTABLE USE POLICY**

#### **Definition**

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

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

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

#### **Technology Protection Measures**

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

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Internet Use and Safety**

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

- Interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

### **Misuse of Internet**

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

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

### **DP.4.29F – STUDENT INTERNET USE AGREEMENT**

(See pg. 64 of this handbook)

### **DP.4.30 – SUSPENSION FROM SCHOOL**

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

A student may be suspended for behavior including, but not limited to that which:

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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

- a. The student shall be given written notice or advised orally of the charges against him/her;
- b. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
- c. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's remittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

It is the responsibility of a student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent, or legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority.

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

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving out-of-school suspensions shall be treated as unexcused absences. The student shall not attend any school-sponsored activities, participate in any school-sponsored activities, nor shall the student be permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

During the period of their suspension, students serving in-school suspension shall be treated as if the student was present at school. The student shall not attend or participate in any school-sponsored activities during the imposed suspension.

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

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

#### **DP.4.31 – EXPULSION**

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The

student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, or legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, or legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion.

#### **DP.4.32 – SEARCH, SEIZURE, AND INTERROGATIONS**

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

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

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control of the student, or person standing in loco parentis by court order, or person acting in loco parentis on

student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

#### **DP.4.33 – STUDENTS' VEHICLES**

Students who have 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.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

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

#### **DP.4.34 – COMMUNICABLE DISEASES AND PARASITES**

(copy available upon request or online)

#### **DP.4.35 – STUDENT MEDICATIONS**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications

not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

#### **Schedule II Medications**

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

#### **DP.4.35F1 – DP.4.35F7 – MEDICATION ADMINISTRATION CONSENT FORMS**

(copies in offices and online)

#### **DP.4.36 – STUDENT ILLNESS / ACCIDENT**

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

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

#### **DP.4.37 – EMERGENCY DRILLS**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

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

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event violence, terrorist attack, natural disaster, other emergency, or the District's emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

#### **DP.4.38 – PERMANENT RECORDS**

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

#### **DP.4.40 – HOMELESS STUDENTS**

(copy available upon request or online)

#### **DP.4.41 – PHYSICAL EXAMINATIONS OR SCREENINGS**

(copy available upon request or online)

#### **DP.4.41F – OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS**

(copy available upon request or online)

#### **DP.4.42 – STUDENT HANDBOOK**

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

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

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current DESE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

#### **DP.4.43 – BULLYING**

(copy available upon request or online)

##### **Definitions**

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

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

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

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

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

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

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

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

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

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

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

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

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

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

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

#### **DP.4.44 – NATIONAL ANTHEM**

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

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

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

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

#### **DP.4.45 – STUDENT SUCCESS PLANS AND GRADUATION REQUIREMENTS**

Students graduating from an Arkansas Public School or Public Charter School must meet or exceed the minimum 22 graduation credit requirements as adopted by the Arkansas State Board of Education. The Student Success Plan (SSP) should be used to ensure that students in grades 8 through 12 have met all graduation requirements and provide comprehensive documentation of thoughtful review of student academic and career planning through middle and high school. The SSP addresses course selections and meets the needs of Smart Core and the Smart Core Waiver. The SSP should be used to guide students along pathways to graduation, address accelerated opportunities, address academic deficits and interventions, and include college and career planning components.

Act 930 of 2017 defines a Student Success Plan as “a personalized education plan intended to assist students with achieving readiness for college, career, and community engagement.” Student Success Plans are developed by school personnel, in collaboration with parents and the student, and updated annually. The Student Success Plan is a working plan that is dynamic and visited periodically by the student and an advisor or mentor to support the overall success of the student to graduate ready for postsecondary opportunities.

Per A.C.A. § 6-15-2911, the four major components of the Student Success Plan are:

- Guide the student along pathways to graduation
- Address accelerated learning opportunities
- Address academic deficits and interventions
- Include college and career planning components

Additionally, each student's Student Success Plan shall be reviewed annually and revised as necessary to identify the courses to be taken each year until all required core courses are completed. Upon completion of the review, the student's Student Success Plan shall be signed by the:

- (a) Student;
- (b) Student's parent, legal guardian, or person standing in loco parentis to the student; and
- (c) School counselor.

**\*\*\*NOTE: The SSP will be used in lieu of Smart Core Documents**

### **Graduation Requirements**

The number of unit's students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation.

**Class of 2029 and beyond will require a minimum of twenty-three (23) units.**

English Language Arts - 4 Credits

- ADE- Approved English 9 - 1 Credit
- ADE- Approved English 10 - 1 Credit
- ADE- Approved English 11 - 1 Credit
- ADE- Approved English 12 - 1 Credit

Mathematics - 4 Credits

- Algebra 1 - 1 Credit
- Geometry - 1 Credit
- Algebra II or Quantitative Reasoning - 1 Credit
- ADE- Approved Mathematics or Computer Science Flex - 1 Credit

Science - 3 Credits

- ADE- Approved Biology - 1 Credit
- ADE- Approved Physical Science - 1 Credit
- ADE- Approved Third Science or Computer Science (Level 2 or Above) Flex - 1 Credit

Social Studies - 3 Credits

- ADE- Approved US History - 1 Credit
- ADE- Approved World History - 1 Credit
- ADE- Approved Civics - 0.5 Credit
- ADE- Approved Economics and Personal Finance - 0.5 Credit

Oral Communication - 0.5 Credit

Physical Education - 0.5 Credit

Health & Safety - 0.5 Credit

Fine Arts - 0.5 Credits

Career Focus or Additional Content - 6 Credits

- All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.
- A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.
- A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit. **(Only Applies to students who are set to graduate in the academic year 2025-2026, beginning with 2026-2027 graduates in AR the 75 hours is required to graduate and does not award a credit.)**

### **Additional Graduation Requirements**

- All students must receive a passing score, 60% or above, on the Arkansas Civics Exam in order to graduate. - A.C.A. § 6-16-149
- Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AED) in order to graduate. - A.C.A. § 6-16-143
- Must earn credit in a course that includes Personal and Family Finance Standards in grades 9-12 - A.C.A. § 6-16-135

- An AR graduate shall complete a minimum of 75 clock hours of documented community service in grades 9-12; **requirement begins for 2027 graduates.** - A.C.A. § 6-16-1901

An AR graduate must earn one credit of ADE-Approved Computer Science or computer science-related career and technical education course; **requirement begins for 2026 graduates.** - A.C.A. § 6-16-152

**DP.4.46 – PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

The Pledge of Allegiance shall be recited:

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

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

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

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

**DP.4.47 – POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments no electronic, device as defined in this policy shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individual education program (IEP) or individual health plan; this means that when a student is taking an AESSA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

As used in this policy, "electronic devices" means any electronic device that can be used to transmit or capture images, sound, or data, which includes, without limitation:

- A. Cellular telephone;
- B. Paging device;
- C. Beeper;
- D. Mobile telephone that offers advanced computing and internet accessibility;
- E. Digital media player;
- F. Portable game console;
- G. Tablet, notebook, or laptop computer;
- H. Digital camera; and
- I. Digital video or audio recorder.
- J. Smart Watch
- K. Device that can connect and transmit data through Bluetooth technology

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs or videos in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

**\*\*Misuse of electronic devices may result in legal action from the Independence County Sheriff's Department.**

Use of an electronic device is permitted to the extent it is approved in a student's (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP3 players, iPod, and other portable music devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the

District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.<sup>3</sup> A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

**DP.4.48 – VIDEO SURVEILLANCE**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 30 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance

cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

#### **DP.4.49 – SPECIAL EDUCATION**

(copy available upon request or online)

#### **DP.4.50 – SCHOOL MEAL MODIFICATIONS**

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

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

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

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

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

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

#### **DP.4.51 – FOOD SERVICE PREPAYMENT**

**Meal Charges:** The District participates in USDA's CEP and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods: submitting cash or check payment to the child's school; depositing funds through the District's online service (with fees);

**Unpaid Meal Access:** In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents: when the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals; each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and after the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

#### **DP.4.52 – STUDENTS WHO ARE FOSTER CHILDREN**

(copy available upon request or online)

#### **DP.4.54 – STUDENT ACCELERATION**

(copy available upon request or online)

#### **DP.4.55 – STUDENT PROMOTION AND RETENTION**

(copy available upon request or online)

#### **DP.4.56 – DP.4.56.2 – EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS, ELEMENTARY SCHOOLS, and HOME SCHOOLED STUDENTS**

(copies available upon request or online)

#### **DP.4.57 – IMMUNIZATIONS**

##### **Definitions**

- "In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).
- "Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

##### **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against: Poliomyelitis; Diphtheria; Tetanus; Pertussis; Red (rubeola) measles; Rubella; Mumps; Hepatitis A; Hepatitis B; Meningococcal disease; Varicella (chickenpox); and any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a: Licensed physician; Health department; Military service; Official record from another educational institution in Arkansas; or an immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas. The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

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

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

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

##### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### **Exclusion from School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

## **DP.4.58 – FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

(copy available upon request or online)

## **DP.4.60 – STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT**

(copy available upon request or online)

## **DP.5.14 – HOMEWORK**

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful. Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

## **DP.5.15 – GRADING**

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop,

cooperatively with the parents, a plan for remediation, which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine (9)–week grading period to keep parents/guardians informed of their student’s progress.

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

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

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

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

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

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

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

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

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

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

#### **DP.5.17 – HONOR GRADUATES**

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative grade point average (GPA) of 3.25 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12). Beginning with the class of 2025, in order to obtain an honor graduate statute, a student must take and pass at least three (3) Advanced Placement (AP) classes. A concurrent class can replace an AP class and, as of the 2026-2027 academic year, will be calculated on a 5.0 scale like an AP class. The GPA will be calculated at the end of the school year for determining Honor Graduates.

**\*\*Graduates of the 2028-2029 school year and beyond will require a GPA of 3.5 or above to be designated as an honor student.**

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

#### **VALEDICTORIAN AND SALUTATORIAN**

The honor student with the highest GPA and who has been enrolled in public school in grades nine (9) through twelve (12) and in Cedar Ridge High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class.

The honor student with the second highest GPA and who has been enrolled in public school in grades nine (9) through twelve (12) and in Cedar Ridge High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class.

To be eligible for either of these honors, a student must complete the Smart Core graduation requirements and be eligible for the Arkansas Academic Challenge Scholarship. To be eligible for either of these honors, a student must have taken at least four (4) Advanced Placement (AP) or concurrent classes. \*\*A concurrent class can replace an AP class and, as of the 2026-2027 academic year, will be calculated on a 5.0 scale like an AP class.

Valedictorian and Salutatorian will be determined based upon grades posted at the end of the 3<sup>rd</sup> 9-weeks. The GPA calculation will be completed by hand in order to have these honors determined prior to the Governor's Reception in May. Calculations will be carried to the "hundredths" place (0.00) Students with the same GPA to two decimal places, will receive joint honors. If the tied GPAs are for the Valedictorian honor, the next highest GPA will be the Salutatorian.

**\*\*Beginning with the class of 2029 and beyond, Valedictorian/Salutatorian will be reverting back to Highest Honors/Honors.**

The purpose and intent for this policy is to equalize the disparity of any student taking fewer classes to increase their grade point average above another student who takes more classes.

The following only applies for students that have a 4-point GPA or higher:

- All AP courses shall be included with the 22 graduation credit requirements as adopted by the Arkansas School Board Association.
- All students will be ranked as usual for class rankings. (Number of grade points accumulated divided by number of courses taken).

**DP.5.18 – HEALTH SERVICES**

- The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.
- The District shall develop an age-appropriate seizure education program for the District's students consistent with training programs and guidelines developed by the Epilepsy Foundation of America.
- While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules Chapter Five: Delegation of Nursing Care.
- Annually, the information reported in the Division of Elementary and Secondary Education Health Services Survey shall be provided to the Board.

**DP.5.20 – DISTRICT WEBSITE**

- (copy available upon request or online)

**DP.5.21 – ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, and HONORS COURSES**

Students in grades 7-12 who take advanced placement (AP) courses; International Baccalaureate (IB) courses; honors or concurrent credit college courses; or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) 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 points      F = 0 points

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

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

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

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that are approved by DCTE to exceed the curriculum standards for a non-weighted class and lead to an approved industry-recognized certification. A student shall receive weighted credit for each approved career and technical education course upon the student:

- Completing the relevant career and technical pathway; and
- Earning the high-value industry credential aligned with the career and technical pathway.

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

#### **DP.5.22 – CONCURRENT CREDIT**

A ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective or as a replacement for an associated AP course. Beginning in the 2025-2026 school year, these courses will be weighted on the 5.0 scale like AP courses.

As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes a three (3) semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.

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

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

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

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

Under the "Arkansas ACCESS Act," ACT 340, A student or a student's parent or guardian shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.

#### **DP.5.24 – DP.5.24.F2 – STUDENT PARTICIPATION IN SURVEYS (OBJECTION OR PERMISSION)**

(copies available upon request or online)

#### **DP.5.26 – ALTERNATIVE LEARNING ENVIRONMENTS**

(copy available upon request or online)

#### **DP.5.29 – WELLNESS POLICY**

(copy available upon request or online)

#### **DP.6.11 – PARENT, FAMILY, AND COMMUNITY ENGAGEMENT – DISTRICT**

The Cedar Ridge School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parent, family, and community engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the district shall work to:

1. Involve parents, families, and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parent, family, and community engagement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents, families, and the community the State's academic and achievement standards; State and local student assessments; how the district's curriculum is aligned with the state's academic standards and assessments; and how parents, families, and the community can work with the district to improve students' academic achievement;
5. Provide parents and families with the materials and training they need to be better able to help their child

- achieve. The district may use parent resource centers or other community based organizations to foster parent and family engagement and provide literacy and technology training to parents;
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs that will promote positive partnerships between the school and parents, families, and the community;
  7. Keep parents, families, and the community informed about parent, family, and community engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;
  8. Find ways to eliminate barriers that work to keep parents and families from being involved in their child's education. This may include providing transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
  9. Find and modify other successful parent, family, and community engagement programs to suit the needs of our district;
  10. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
  11. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To ensure the continued improvement of the district's parent, family, and community engagement program, the district will conduct an annual review of its parent, family, and community engagement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

**DP.5.10-DISTRICT POLICY FOR THE USE OF AI PROGRAMS** (ACT 848—Arkansas Code § 25-1-128(a)-(e))

This policy is designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs, such as ChatGPT, across all educational activities within the school. While AI can significantly enhance the educational experience for students and educators by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

**Policy Guidelines**

1. Approval and Oversight
  - The use of AI programs for any school-related activity must receive prior approval from the relevant authority (teacher, department head, or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.
2. Responsible and Ethical Use
  - AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.
3. Originality and Attribution
  - Work produced with the aid of AI must be original and include proper attribution when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.
4. Academic Integrity
  - Students and staff must maintain the highest levels of academic integrity when using AI tools. This includes honesty in how AI-generated work is presented and used within the school's academic and administrative frameworks.
5. Privacy and Data Security
  - Users must respect privacy and data security guidelines when using AI programs, ensuring that sensitive information is protected and that AI tools are used in compliance with data protection regulations.
6. Educational Enhancement
  - AI should serve as an educational tool to assist learning and understanding, not as a substitute for critical thinking or personal academic effort. It's crucial that the use of AI remains aligned with the educational goals.
7. Verification and Accountability
  - Assignments or projects created with the assistance of AI are subject to review. Students may be required to verbally explain their work and the extent of AI's role in it to ensure understanding and original contribution.

### **Consequences for Policy Violation**

Violations of this policy will be taken seriously and may result in disciplinary/academic action, including but not limited to:

- Verbal Warning
  - Lunch Detention
  - Mandatory Educational Session on Ethical AI Use
  - Loss of AI tool access privileges for a specified period
  - Parent/Guardian notification
  - Reflective assignment on the importance of academic integrity
  - Grade Reduction on Assignments
  - In-School Suspension
- Repeated Offenses may result in more severe disciplinary/academic action, including but not limited to:
- Out-of-School Suspension
  - Loss of Credit
  - Expulsion

By adhering to these guidelines, our school community can leverage AI technologies to enrich our educational environment while upholding our commitment to academic excellence and integrity. This policy encourages all stakeholders to engage with AI tools thoughtfully, responsibly, and ethically.

### **CHECKING STUDENT'S GRADES ONLINE – HAC**

We would like every parent or guardian to have the ability to check your student's progress. Each teacher will be updating grades weekly. Please use the following information for the Cedar Ridge Home Access Center (HAC).

1. Go to [www.cedarwolves.org](http://www.cedarwolves.org)
2. Click on Menu on the top right and click on **HAC**
3. In the District drop box, choose **Cedar Ridge**
4. Username: First Name.Last Name (EX: paula.lovell)
5. Password: (Your password)

Please contact Paula Lovell at [paula.lovell@cedarwolves.org](mailto:paula.lovell@cedarwolves.org) or call ext. 0210 with any questions or to set up your password for your students. Family accounts may be set up as well. Please take advantage of this helpful resource!!

# State Required Information

## Student Removal From Classroom

Act 565

HB 1062

- The Act adds "violent" to the reasons a teacher may remove a student from the classroom and provides a definition for "violent".
- Requires that a removed student, regardless of the reason for removal, may not be returned to class until the principal or designee holds a hearing regarding the reason for the removal.
- A student who is removed due to violent or abusive behavior must be placed in an appropriate interim learning environment until the hearing can be conducted and must remain in the appropriate interim learning environment for the remainder of the school year if they are removed from the classroom for violent or abusive behavior three times during the same school year.
- Prohibits a removed student from being returned to the same classroom of the teacher or the student to whom the removed student was violent or abusive towards.
- Requires that the IDEA process be followed for students with disabilities.



## **Section 2: Other District Information**

### **ATLAS REWARDS**

If a student scores Ready, Exceeding, or meets their individual growth goal on their ATLAS test in Literacy, Math, or Science, they will be allowed to miss a date with no repercussions, not to exceed three days

The same rewards apply if a student makes a 19 or above on the State Mandated ACT test taken their junior year.

### **BEHAVIOR NOT COVERED**

The Cedar Ridge School District reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. Any behavior, dress, truancy (willful absenteeism), or acts that will disrupt the educational process or that would present health or safety hazards, will be grounds for suspension or expulsion.

### **CHANGE OF ADDRESS AND TELEPHONE NUMBER**

It is of extreme importance that the school have current addresses and phone numbers in case of emergency. If a child should become seriously ill or injured, we need at least two phone numbers so we might be able to make parents aware of the situation. With the new laws, it would do little good for us to take a child to the hospital if we could not get parent or guardian approval for medication and treatment.

### **CHARGES/DEBTS**

Failure of students to fulfill their agreements to pay charges and/or debts that they have incurred creates a serious financial accounting problem for the district. A vital part of the educational program of a school district is to attempt to teach good citizenship and responsible, accountable behavior. Failure to hold students accountable for these financial obligations sends a message of approval for irresponsible behavior.

The following guidelines will be used as necessary:

1. Students will be informed of the full amount of the financial obligation and the due date for meeting that obligation.
2. If the obligation has not been met by the due date, the student will be informed that the obligation is past due and a notice will be sent to the parent.
3. Worthless checks (hot checks) that are issued to the District will be prosecuted to the fullest extent of the law. **Checks for field trips will not be accepted.**

Regardless, all obligations must be paid by the end of the school year

### **CHECK IN/OUT POLICY**

Students who report to school after 8:00 A.M. must come to the office to obtain an "admit slip," before being allowed into class. Students who are picked up before the school day is complete must come to the office before leaving the campus in order to check out.

An elementary student must be present at school at least 5½ hours to be counted present for a full day. Attendance for at least three hours will constitute one-half day.

High school student attendance is counted for each individual class period rather than by clock hours. See DP.4.7 – Absences.

### **DELIVERIES AT SCHOOL**

In the interest of preserving instructional time, please do not have flowers, balloons, food, or other items delivered to the school. We do make one exception to this request on Valentine's Day. The following expectations apply to Valentine's Day deliveries:

- Items can be delivered to the school on February 14.
- A list of students' names receiving items will be provided to the principal's office. The students will be called in to pick up their items the last period of the day.
- For safety reasons, no student will be permitted to carry balloons or glass items on the bus any day of the year.

### **LOCKED FACILITIES**

All schools are locked facilities. All visitors must enter at the front of the building and report to the office.

### **SCHOOL TELEPHONES**

School telephones are for office and faculty use only. Students are not to utilize school phones for personal calls. In the event of an emergency, elementary students can give the phone number to the secretary, principal, or teacher who will dial the number and deliver the message to the person at the other end of the line.

In the high school, students may use office telephones in case of emergency or in response to a call from a parent/guardian about transportation home after school. The secretaries in the office screen this process unless a problem arises. The Principal is the final authority concerning whether a call can be made.

## **MEDICAL PROBLEMS/INJURIES**

Unusual conditions or problems will be brought to the attention of teachers, the school nurse, and other school personnel. A notation of potential health problems should be placed on the student's registration card by the parent or guardian. If a student has a temperature of 100 degrees or more, the child's parents or guardians will be contacted so that the child can go home as soon as possible.

All medical costs for student athletes are the responsibility of the parent/guardian. The school district is not responsible for any medical expenses. Cedar Ridge School District will not provide insurance for students. Parents/Guardians are encouraged to purchase insurance or to apply for ARKids First Program. Applications are available in each of the school's offices.

## **FIRST AID**

If a child should become injured at school, it should be reported at once either to the playground supervisor, homeroom teacher, or the office personnel. If the injury is of minor nature, first aid will be administered. If it requires more than cleaning and a band-aid, the parent will be notified.

In cases where an injury or illness seems to be more than minor, the school will make every attempt to contact the parent (if we have an emergency number available). We will attempt to make the child as comfortable as possible until the parent arrives or makes arrangements to take care of the student. A written accident report will be completed by the certified teacher in charge.

## **INCLEMENT WEATHER**

Parents will be contacted through the school communication broadcast system regarding inclement weather. It will also be used to notify households and parents of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. An announcement will also be posted on the school website.

During inclement weather occurring during school, an announcement will also be made on local radio and television stations concerning when school will be dismissed. If at home, school dismissals are announced. Please do not call the superintendent or principals.

## **INTERRUPTION OF INSTRUCTIONAL TIME FOR EXTRACURRICULAR ACTIVITIES**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruption of instructional time is to be minimal. Although school trips or functions sponsored by the school will not count as an absence, all students must check with teachers about make-up work before leaving on the trip or attending the function. Students must turn in assignments before leaving on the trip or attending the function unless the departure time is before normal school starting time. In this case, the assignments are due in class the next school day.

Additionally, a student's participation in and the District's operation of extracurricular activities shall be subject to the expectations of this handbook.

## **EXTRACURRICULAR ACTIVITIES BEHAVIOR**

At all extracurricular activities, Cedar Ridge School District students are expected to follow all district policies and school rules.

- Students are under the school authority at all school-sponsored activities. Misconduct or criminal activities will result in punishment by the principal and/or suspension from school with possible expulsion.
- Students not following school guidelines may be suspended from attending school sponsored events.
- Any student in In-School Suspension (ISS) or Out-of-School Suspension cannot attend school sponsored events during the suspension period.
- Students attending tournaments sanctioned by the Arkansas Activities Association (AAA) will obey all spectator rules published for such tournaments. In general, these consist of showing good sportsmanship by not taunting the opposing crowd, showing school spirit by participating in the cheers lead by the cheerleaders, and having an appropriate appearance (no painted faces, artificial noise-makers, pom-poms).
- No student may bring an "outside" container into the gym or football field area during any school function. Students observed entering an activity area with a container will be asked to deposit it in the trash. Students observed with containers during the activity will be assumed to have carried the container into the activity by concealing it. As a result, the student(s) caught with the container will be asked to leave the activity immediately and the container will be confiscated and examined. If the container contains alcohol or other contraband substance, the student will be suspended from participation and attendance at all school activities for a period of nine weeks. The student also will be placed in In-School Suspension (ISS) for five days. A second violation for bringing a container with contraband substance in it into a school activity will result in an immediate suspension out of school and expulsion for up to one year.

## **Section 3: Elementary School**

### **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian, or other person having charge or custody of multiple birth siblings in elementary grades may request that the multiple birth siblings be placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or
  - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, they may appeal the classroom placement of multiple birth siblings to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

### **CLOSED CAMPUS**

The elementary school operates as a closed campus. This means that students are required to stay on campus from their arrival until dismissal at the end of the regular school day, unless given permission to leave the campus by the principal or by a school official. Parents must sign their child out through the office upon departure and sign them back in upon their return to campus.

### **TARDIES**

Students who report to school after 7:50 a.m. must sign in at the office upon arrival. Students must be checked out in the office if leaving before 3:00 p.m. A parent will be notified if there are habitual tardies.

### **GENERAL REQUIREMENTS FOR PROMOTION**

Students will be promoted by the classroom teacher when the following criteria have been met:

- Students complete the academic work required at the current grade level.
- Students attend school in a regular manner without excessive absences.
- See DP.4.55 in the front of this handbook.

Retention will occur when repetition of a grade is most beneficial for the student. Parents must be notified as soon as possible when their child is experiencing difficulties with academic work. A committee composed of the principal, counselor, parents, and teachers shall evaluate the student's abilities, criteria, and norm-referenced scores, the school's objectives, the curriculum and the social conditions of the next grade. The principal shall be responsible for the final decision. All classroom assignments will be evaluated by the professional educators. No parent requests for classroom assignments will be accepted unless there is legal documentation of court actions involving a specific teacher.

### **PHYSICAL EDUCATION**

If a student is unable to fully participate in physical education due to a temporary limitation, a written note from the parent or guardian must be submitted to the school nurse or designated staff member. To extend an exemption beyond a short-term period, a formal medical excuse from a licensed physician is required and must be kept on file.

### **DRESS CODE**

Students are expected to follow this dress code at all school activities unless other dress stipulations are made for that occasion. This includes school-sponsored dances, athletic events, school-sponsored banquets, and any concerts or other school-related activity. See the dress code reference image on the school website.

- Student apparel must not interfere with the educational process or the rights of others, and must comply with the State health and safety codes.
- Students may not wear any item of clothing that contains a written statement that is sexually suggestive or one that advertises alcohol, drugs, or tobacco.
- Students' clothing must be worn as it is intended to be worn. For example, pants will be worn at the natural waist, no "sagging," and tops will be up on the shoulders at all times. Clothing must be properly buttoned, snapped, or belted as appropriate
- Students shall not wear or display emblems, insignias, badges or other symbols with intent to mock, ridicule or demean others.

- Bandanas or other clothing items may not be worn hanging out of pockets.
- Students are prohibited from participating in any gang or secret society or to wear apparel, symbols, or insignia of such an organization.
- Shorts must cover the entire buttocks when sitting, bending over, or standing. The length of the shorts should be a 3-4" inseam. Shorts should not be rolled at the waist. Shorts should be longer than tops.
- Skirts must be no more than 5 inches above the knee. Skirts shorter than this must be worn with pants or leggings.
- Apparel must not have excessive cuts, tears, or holes above the knee in which undergarments would be exposed.
- Shoes must be worn at all times.
- Heeleys, or shoes with wheels, will not be allowed.
- Apparel must not be of a "see-through" nature.
- Accessories such as spiked chokers, chains, and other potentially dangerous items are not permitted.
- Students will be allowed to wear hats in the building when worn properly, with the bill facing forward. Teachers have the discretion to not allow hats to be worn in their rooms.
- Hoodie sweatshirts may be worn, but the hood part must not be worn over the head in the building.
- Sunglasses may not be worn in the building unless a physician prescribes them.
- No halter-tops, muscle shirts, tops with spaghetti straps, strapless tops, or those having only one strap/sleeve.
- Straps must be at least 2" wide and cover all undergarments at all times.
- The stomach area and cleavage must be covered at all times.
- Clothing must completely cover underwear and all undergarments at all times.
- Pajamas and house shoes are not permitted.

### **RECESS**

Playground areas are assigned to each grade level at the beginning of the school year. During every recess period, at least one designated teacher will be on duty to supervise students. This teacher assumes full responsibility for student supervision and discipline during that time.

For the safety of all students, physical contact games—such as tackle football, wrestling, and dodgeball—are strictly prohibited.

All students are expected to participate in outdoor recess unless a written note is provided by a parent or guardian indicating that, for health-related reasons, the child should remain indoors. Fresh air and physical activity are considered beneficial for all students; therefore, recess will take place outdoors unless weather conditions are severely cold or otherwise inclement.

### **GENERAL BUILDING RULES**

The following are standard building rules and will be observed by all students:

- Students should not arrive before 7:15 a.m. during the school day.
- No running in or around the immediate building will be permitted.
- Students will not use bad, abusive, or profane language at school or on the school bus.
- Pushing, shoving or general horseplay in the building or on the school campus will not be tolerated.
- Students will not be permitted to use the phone except in cases of emergency.

### **CLASSROOM PROCEDURES**

Every student will be expected to conform to the standards and rules set by his/her teacher.

Some general guides are listed:

- Pupils will be expected to cooperate with their teacher and with other school faculty and staff members.
- Students must be respectful toward all teachers and staff members, as well as other students.
- Assignments are to be completed to the best of each student's ability.
- Pupils are expected to maintain a neat and orderly school.
- All children are expected to maintain self-control and self-respect.

### **INTERRUPTION OF INSTRUCTIONAL TIME**

Interruptions of classrooms will be minimal during instructional time.

During instructional time, students will not be permitted to leave the classroom except for specific reasons. The student must be traveling from one instructional class to another or be going to the school office for assistance.

### **FIELD TRIPS**

Field trips that elementary school pupils take during the school day will be planned as an extension of the elementary curriculum. Field trips may be a class field trip or a special organization field trip. Trips will be planned well in advance so that school personnel, students, and parents will be made aware of these activities. Parents may be requested to attend a field trip and accompany their child, allowing the student to participate in the trip.

## **DISCIPLINE**

Progressive Discipline is practiced at Cedar Ridge Elementary School. This means that students receive punishment on an increasing scale based on the number of infractions on their discipline record. We reserve the right to discipline a student who demonstrates behavior that is not conducive to an effective learning environment.

Possible disciplinary actions may include:

1. A conference/warning
2. Lunch and/or recess detention
3. S.M.A.R.T (Students Making a Right Turn) aka In-School Suspension (ISS)
4. Out-of-School Suspension
5. Expulsion

Listed below are broad descriptions of infractions that could occur during the school day. The Cedar Ridge School District may utilize any action listed that is deemed necessary to ensure the improper behavior is not repeated.

Audio and Video surveillance is present in district buildings and surrounding areas and on district buses and other district vehicles. Only parents of students directly involved in incidents leading to suspension or expulsion from school or riding a bus may view a recording.

### **Bullying, Harassment, Threatening**

- 1st offense – The teacher will contact the parent/guardian and inform the office. The office will follow DP.4.43 as stated in the handbook.  
*\*\*\*This may also include legal action from the Independence County Sheriff's Department based on the severity of the offense. Confirmed bullying incidents will also be reported to the Board of Education throughout the year.*

### **Cell Phone Violation**

- ❖ Phones are NOT ALLOWED during the school day.
  - ❖ Phones MUST be placed in the teacher provided phone storage system or turned off and placed in a backpack or locker during class.
  - ❖ Phones are NOT ALLOWED to be on a student's person (coat, shirt, or pants pocket).
- 1st offense - phone confiscated and placed in office vault, parent/guardian notified **by the teacher**, student can pick up phone from the office at the end of the school day
  - 2nd offense - phone confiscated and placed in office vault, parent/guardian notified **by the teacher**, 100 Points in S.M.A.R.T(ISS), student can pick up phone from the office at the end of the day
  - 3rd offense - phone confiscated and placed in office vault, parent/guardian notified **by the office** to arrange a parent conference, parent can pick up phone from the office after the conference  
(Each successive referral will result in longer S.M.A.R.T (ISS) terms or possibly OSS.)

### **Damaging or Defacing Property**

- 1st offense – parent/guardian and office notified **by the teacher**, parent will pay for cost of repair
- 2nd offense – parent/guardian and office notified **by the teacher**, 300-500 points in S.M.A.R.T (ISS) and the cost of repair.
- 3rd offense – parent/guardian and office notified **by the teacher**, parent will pay for cost of repair, OSS  
(Failure to pay for damages may result in suspension.)  
*\*\*\*This may also include legal action based on the severity of the offense and the amount of damage that has been done.*

### **Disrespect/Insubordination to staff members, including bus driver**

- 1st offense - parent/guardian and office notified **by the teacher**, detention
- 2nd offense - office notified **by the teacher**, parent/guardian notified **by the office** to arrange a parent conference, 100-300 points in S.M.A.R.T (ISS).
- 3rd offense - office notified **by the teacher**, parent/guardian notified **by the office**, OSS will be assigned  
(Disrespect to bus drivers may also result in bus suspension.)  
*\*\*\*This may also include legal action in regards to the Arkansas statute "Arkansas Code Title 6. Education § 6-17-106 Insult or abuse of teacher" based on the severity of the offense.*

### **Class Disruptions**

The teacher will:

- 1st offense – contact parent/guardian, lunch detention
- 2nd offense – contact parent/guardian, 2 lunch detentions
- 3rd offense – refer to the office for the following action and **the office will call the parents:**
  - 100-300 points in S.M.A.R.T (ISS)

- 4th offense – refer to the office for the following action and **the office will call the parents:**
  - 300-500 points in S.M.A.R.T (ISS)
 (Additional referrals could result in OSS, referral to the Cedar Ridge School District ALE program, or a possible Family In Need of Services (FINS) petition being filed with the Independence County Juvenile Court System.)

**Forgery/Lying/Cheating/Plagiarism**

The teacher will contact parent/guardian and cheating will result in a “0” for that assignment

**Misuse of technology/computers**

**The teacher will:**

- 1st offense – contact parent/guardian, refer students to the office where their computer’s internet access, and any computer they log in to, may be limited.
- 2nd offense – refer students to the office where their computer usage is limited to specific time at the discretion of the administration

**Possession and/or Use of Tobacco or Vaping Products**

- 1st offense – 300 Points in S.M.A.R.T (ISS)
  - 2nd offense – 3 days of OSS and contact law enforcement/juvenile office
  - 3rd offense – 5 days of OSS and contact law enforcement/juvenile office  
(Each successive referral will bring longer terms of OSS.)
- \*\*\*This may also include legal action from the Independence County Sheriff’s Department.***

**Vulgar and abusive language or obscene gestures**

**The teacher will:**

- 1st offense – Detention and a call home to parents, depending on severity.
- 2nd offense - refer to the office for possible:
  - 100-300 points in S.M.A.R.T(ISS)
- 3rd offense - refer to the office for possible:
  - 300-500 points in S.M.A.R.T(ISS)
- 4th offense - refer to the office for 1-3 days of OSS

**Physical (fighting) or verbal altercations**

- 1st offense – 300 points in S.M.A.R.T(ISS)
  - 2nd offense –3-5 days OSS and referral to juvenile office and/or law enforcement
  - 3rd offense –Referral to the Superintendent and Board of Education with recommendation for long-term suspension with the possibility of expulsion
- \*\*\*This may also include legal action from the Independence County Sheriff’s Department.***

**Possession of, use of, or intent to use weapons or dangerous items**

- 1st offense – Confiscation of weapon, notification of legal authorities and 10 day OSS, or suspension until the board of education meets for a possible expulsion hearing. The parents shall be notified at the time of the offense that they have the right to attend the meeting with representation to present any information they may wish to provide.
- \*\*\*Any subsequent offenses will carry the same punishment.***

**Possession of illegal or legally controlled substance**

- 1st offense - Out of School Suspension for up to 10 days or until the next regularly scheduled board meeting, at which time the student may be suspended for a longer period or face possible expulsion. Legal authorities will be notified of the offense and the intended actions taken by the school district. Any confiscated items pertaining to this policy shall be held and turned over to proper authorities. Counseling and/or rehabilitation may be required to re-enter school.
- \*\*\*Any subsequent offenses will carry the same punishment.***

**Providing illegal or legally controlled substances to other students**

- 1st offense - Suspension up to 10 days or until the next regularly scheduled board meeting at which time the student may be suspended or expelled. Legal authorities will be notified of the offense and the intended actions taken by the school district. Any confiscated items pertaining to this policy shall be held and turned over to proper authorities.
- \*\*\*Any subsequent offenses will carry the same punishment.***

## **DETENTION GUIDELINES**

Teachers will assign detention to students based on the severity of the infraction. Detentions will be submitted to the office, and the administration will assign the detention date. In addition, parents will be notified of each infraction, and after three minor documented detentions, the student will be referred to the office.

### **Student Responsibilities**

- Must bring materials to study (no magazines, etc.)
- No communication without permission
- No Cellphone Usage
- Must raise hand and be recognized to communicate with the teacher
- No disruptive behavior
- No sleeping or putting head on desk
- Must devote full time to studying
- Must remain in seat at all times

### **Consequences**

One additional day in detention may be added if the student misses the detention. If a student walks out of detention, or is sent out, this will result in a major detention. This is at the discretion of the detention teacher.

### **Absences**

If a student is absent from school, detention days will be made up the next day, immediately following the absence.

### **Unexcused Absences**

Any student present at school who fails to report to detention and has not been excused for that day will have an unexcused absence from detention. The consequence of this action will be two sessions of detention.

## **EXTRACURRICULAR ACTIVITIES ELIGIBILITY - ELEMENTARY**

See DP.4.56.1

### **ATTENDANCE OF STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES**

No student will be allowed to participate in any school activity (i.e. athletic events, concerts, field trips, etc.) or to practice for such an event on a day when the student was absent from school more than half of the day. The student must be present at least one-half of the school day on the day of the activity, and be at school on time and attend the day following the activity with the exception of a written note from a doctor or death in the family.

### **ELEMENTARY FOOTBALL AND BASKETBALL**

The elementary football and basketball programs, created by the Cedar Ridge School District, aim to teach the fundamental basics of each sport, provide students with the opportunity to participate in organized sports, and instill and promote good sportsmanship.

### **TRANSPORTATION – LOADING AREAS/BUS RIDERS/CAR RIDERS**

The separation of buses and private vehicles will provide added safety for the children and be more convenient for parents.

#### **CAR RIDERS**

All car riders will be picked up and discharged on the east side (front) of the building. Car riders will be dismissed at 3:05 pm. For safety reasons, teachers on duty will place your child in your car and close the door.

#### **BUS RIDERS**

Bus riders will be picked up and discharged on the west side (back) of the building. This area of the parking lot, located next to the covered walkway, is clearly marked as a bus loading zone and is designated as one-way. There is no parking in this zone between 7:00-8:15 am and 2:30-3:25 pm each school day. Bus riders will be dismissed at 3:10 pm.

\*\*Buses will not drop off students until 7:15 am.

### **FUNDRAISERS**

The elementary school of the Cedar Ridge School District does not conduct door-to-door sales. In the event that a fundraiser is held, the following will apply:

- Student participation in fundraising programs is voluntary;
- Students who do not participate will not forfeit any school privileges;
- A student who sells merchandise door-to-door must be accompanied by a parent or an adult (a person age 16 years or older and approved by the parent) – (Act 525 of 1993);
- Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

### **SPECIAL FOOD DAYS**

There will be a maximum of 9 special food days per year in the building. A school party should not consume more than one hour of classroom time. Healthy choices for snacks will be encouraged at all school parties. Due to the large number of students with food allergies, prepackaged/store bought snacks with visible ingredients will be served.

## **Section 4: High School**

### **EDUCATIONAL GOALS**

It is our belief that every student can learn and fulfill their potential. The faculty and staff at Cedar Ridge Middle/High School are committed to serving the educational needs of our students and community. Some of the goals we hold for ourselves in serving your student include:

1. To provide a safe, secure learning environment.
2. To maintain a diverse list of course offerings to meet the needs of our students.
3. To challenge our students academically through rigorous content supported by powerful instructional strategies.
4. To provide equity to all students.
5. To act as models of appropriateness and success for our students.
6. To assess student progress and make decisions based on an analysis of that progress.
7. To have regular, positive communication with our parents.
8. To develop our teaching skills through continual professional development.

### **STUDENT CODE OF CONDUCT**

Student responsibilities for achieving a positive learning environment at school or school related activities include:

1. Attending all classes, regularly and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being properly dressed and groomed according to the student dress code.
4. Showing courtesy and respect toward others
5. Behaving in a responsible manner
6. Paying required fees and fines, unless these are waived
7. Obeying all teacher, school, and safety rules
8. Seeking change in school policies and regulations in an orderly and responsible manner through appropriate channels.
9. Cooperating with district staff in investigation of disciplinary cases and volunteering information relation to serious offenses
10. Not causing any type of physical damage to the school, school property, or school grounds.
11. Not engaging in inappropriate physical or sexual contact with employees, other adults, or students. Behavior, which is disruptive to the school environment or disturbing to other students whether at school or school-related events.
12. Not selling, giving, or delivering to another person, possessing, using or being under the influence of marijuana, a controlled substance, or other dangerous drugs, harmful glue, aerosol paint, alcohol, or other harmful substance.
13. Students are prohibited from possessing any weapon or dangerous object per A.C.A.5-73-104 and A.C.A.5-73-120.

### **CLOSED CAMPUS**

See DP.4.10.

### **STUDENTS BRINGING DEVICES TO SCHOOL**

Students are allowed to bring their personal electronic devices to school; however, the student assumes all risks associated with any damage and/or theft that may occur. Usage of personal electronic devices during the school day is expressly forbidden under Arkansas law "Act 122: the Bell to Bell, No Cell Act". Any device usage in violation of the act will result in the device being confiscated and taken to the office. Return of the device will be based on the associated step under the high school's discipline policy for Cell Phone/Personal Electronic Device Violations. See DP.4.47 for more specifics and exemptions.

### **GUIDANCE SERVICES**

The guidance office is a place where students will be welcomed, and where they may seek answers to their questions concerning the school program or anything that affects their ability to achieve in school. For this reason, the roles of a secondary guidance counselor are many; however, there are limits on what their training allows them to do in an official capacity. The following is an example of some of the things students and parents should see the counselor about include:

- Program and class changes, especially those involving missing classes or assignment to the wrong class.
- Requests for transcripts, scholarship applications, college catalogs, FAFSA (financial aid) forms or related information and assistance completing applications.
- Information on careers and making plans for meeting the educational requirements of a career choice.

- Testing and assessment information.
- Grade reports when not received or when the parent needs an update.
- Help with personal problems.
- Correspondence courses.
- Transferring from or to another school.
- Help in arranging other County and State services as appropriate.

Attending College after graduation can be very beneficial to each student. The Cedar Ridge School Board has signed an agreement with UACCB to fill out an application for admissions with UACCB. ALL GRADUATING STUDENTS MUST FILL OUT AN ENROLLMENT FORM FOR UACCB. THIS IS A GRADUATION REQUIREMENT. (This application is not binding.)

### **SELECTIVE SERVICE REGISTRATION**

In compliance with the Military Selective Service Act and Arkansas Act 338, students are reminded that all males must register with the Selective Service System within 30 days of their eighteenth birthday. The school is required to distribute Selective Service Registration Forms to those students required to register.

Registration with the Selective Service is a condition for enrollment in a State supported college or university and is a condition of employment for the State of Arkansas.

### **CLASS REQUIREMENTS**

Freshmen are required to take 7 out of 7 possible classes.

Sophomores are required to take 7 out of 7 possible classes. Students are expected to be on campus throughout the day unless they are taking classes off campus.

Juniors are required to take 6 out of 7 possible classes. Students are expected to be on campus throughout the day unless they are taking classes off campus or have made arrangements with administration.

Seniors are required to take 5 out of 7 classes.

### **CLASSIFICATION OF STUDENTS**

In high school (grades 9-12), students are classified according to the number of credits earned. The following scale is used to determine the classification of students at Cedar Ridge High School:

<u>Grade</u>	<u>Credits</u>
Sophomore	5 units
Junior	10 units
Senior	15 units

Students must attend class meetings and assemblies with their grade classification, and be included in that class for other school matters based on this classification.

### **GRADUATION REQUIREMENTS**

In addition to DP.4.45, DP.4.45.1, DP.4.45.2 and DP.4.55:

The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all state mandated assessments they are required to take or meet the remediation required for the state mandated assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

### **ARKANSAS ACADEMIC CHALLENGE "LOTTERY" SCHOLARSHIP**

To be eligible for an Arkansas Academic Challenge "Lottery" Scholarship, you must first show that you have been a good student during high school and have a minimum score of 19 on the ACT.

The Arkansas Academic Challenge Scholarship is unique in that it requires applicants to certify that they are drug-free and that they pledge to remain that way. This includes the use of alcohol if you are under 21 years of age.

The application deadline for the Arkansas Academic Challenge Scholarship is July 1 of the calendar year that you graduate from high school.

*\*Full details can be found at <https://sams.adhe.edu/Scholarship/Details/ACST>*

### **ARKANSAS SCHOLARS**

The Independence County Area Education Coalition recognizes graduating seniors who have reached the following goals for grades nine through twelve:

- Make semester grades of "C" or above in all academic courses;
- Achieve a 95 percent or better attendance record;
- Take recommended classes to prepare for post-secondary education;
- Complete high school in eight or less consecutive semesters.

The seniors achieving this distinction are honored at a banquet in April each year.

## **ADVANCED PLACEMENT AND HONOR CODE**

Cedar Ridge High School has an Advanced Placement (AP) program for students in grades 9-12. Any student may enroll in an AP class but it is recommended that the student have strong grades in prior courses in that content area. It is also desirable for the student to have been part of the Pre-AP program. All grades in the AP courses will be weighted. An A will receive 5 quality points, a B will receive 4 quality points, a C will receive 3 quality points, and a D will receive 2 quality points when calculating grade point averages. Students are required to take AP/IB exams at the end of the course to gain extra quality points.

All Advanced Placement teachers have been trained and certified to teach the AP class they are teaching. Advanced placement classes follow a college curriculum and, highly rigorous, and require considerable time completing assignments. No modifications of the AP curriculum will be allowed. Students should be cautioned to avoid over-scheduling their time by taking too many AP classes, especially if they are also involved in athletics or maintain an after-school job. Dropping an AP class to go back into the regular class of that content area is not allowed except as possible at semester based on the "Class Drop Policy."

The Advanced Placement faculty incorporated the following Honor Code into the policies and practices governing Advanced Placement work. The purpose of the code is to foster a climate of independence and pride in academic work on the part of each student and to raise the awareness of the importance of complete academic honesty. That is to say, there should be no cheating on exams, no copying of homework, no falsifying of information, no plagiarism, no discussion of exam questions or formats, nor any other unauthorized assistance. All assignments in classes should be considered the work of the individual student and not group work or working together with another student. The teacher will tell the student, or it will be listed on assignments when work may be shared. An Honor Code form will be given to each student to sign at the beginning of each AP class. A student in any course who is guilty of falsifying information or plagiarism will receive no credit on the assignment.

The AP Language course is a prerequisite of AP Literature.

## **CONCURRENT AND SECONDARY CAREER CLASSES – RULES AND EXPECTATIONS**

Cedar Ridge High School offers eligible students the opportunity to enroll in concurrent classes or Secondary Career classes through the University of Arkansas Community College at Batesville (UACCB) or Secondary Career classes through the Arkansas State University at Newport (ASUN). Depending on the course the class may be on-site at the UACCB or ASUN campuses or online. In order to be eligible for concurrent or secondary career enrollment a student must meet either the required ACT, ACT Aspire, or Next Generation Accuplacer scores. **Contact the Career Coach, Mrs. Bray, for specific details on available courses and current enrollment requirements.**

Students, excluding Seniors, that are enrolled in a fast track course are required to enroll in a second fast track course during the same semester in order to maintain a full schedule.

**\*\*Concurrent classes not scheduled during the school day are exempt from this requirement.**

\*For concurrent credit details see: DP.5.22

### **Rules and Expectations**

#### **On-Site:**

Students are expected to attend concurrent classes or secondary career classes in accordance with the Cedar Ridge School District's attendance policies and the policies of UACCB and ASUN. School provided transportation to both UACCB and ASUN is available to students daily, however an eligible student driver, according to the Cedar Ridge School District's student driver policies, may choose to drive themselves, and only themselves, to on-site classes. Any student who chooses to drive themselves is responsible for their attendance on-site and returning to the CRHS campus in a timely manner. Any student driver who demonstrates a pattern of failing to maintain attendance requirements, fails to return to the CRHS campus on-time, or is found to be transporting other students will lose their driving privileges and will be required to attend on-site classes, via school provided transportation, for the remainder of the academic year. Students who ride school provided transportation are required to ride to and from the college campus, they may not ride with a student driver to or from campus. **\*\*Exceptions may be made, based upon a valid need, at administrator's discretion.**

#### **Online:**

Students who are enrolled in a concurrent class online that takes place during the school day will be assigned a location on the CRHS campus at which to report each day for their scheduled class. Online classes occurring during the day are subject to Cedar Ridge School district attendance policies. **\*\*Exceptions may be made, based upon a valid need, at administrator's discretion.**

## **TRANSFERS INTO INTERNATIONAL BACCALAUREATE PROGRAM**

The Cedar Ridge School District recognizes the IB (International Baccalaureate Program) as implemented by other schools. The IB is a rigorous college-preparatory program designed to meet the needs of academically-talented and highly motivated high school students. A student who transfers into the Cedar Ridge District will be placed in the corresponding Advanced Placement Program that the Cedar Ridge District offers. The transfer student will be granted

a grade point value, the same as the AP approved honor courses or approved ADE honor courses, one point greater than regular courses with the exception that an F shall still be worth 0 points. Students are required to take IB/AP end of course exams.

### **HONOR GRADUATES AND VALEDICTORIAN/SALUTATORIAN**

See DP.5.17

### **GRADUATION PROCEDURES**

A student must have met all academic requirements in order to march in the graduation exercise. In addition, the student must have:

1. Been in attendance at Cedar Ridge High School during his/her final semester before graduation,
2. Earned at least two units in that semester,
3. Met attendance requirements, and
4. Paid all outstanding debts associated with Cedar Ridge School District.

Graduating seniors will enter in the following order:

- A. Honor graduates are first and march in by rank in class.
- B. The other graduates will march in alphabetically, with the exception of any “early grads,” who march at the end of the line.

Caps and gowns will be blue.

### **GRADUATION--MATH & SCIENCE SCHOOL SENIORS**

Students who attended school at Cedar Ridge High School prior to acceptance to the Arkansas School for Mathematics and Sciences may elect to participate in graduation activities the year they graduate, including the Jr./Sr. Prom and all other graduation activities.

Students attending the Math and Science school will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities they plan to attend. The questionnaire will be sent to the last address of record in school district records. Failure to return the questionnaire by October 1 will constitute a waiver of the election to participate.

Math and Science students will be responsible for the costs of these activities to the same extent as Cedar Ridge students, and agree by participating to abide by the Cedar Ridge Student handbook at these functions. Violations of the handbook may result in the individual being barred from attending other events.

Math and Science students who participate in the graduation ceremony may be eligible to be recognized as Highest Honor or Honor graduates upon presentation of an official transcript from the Math and Science School by the date of graduation, based on the Cedar Ridge criteria for determining honor graduates. These students will not receive a diploma issued by the Cedar Ridge School District but will instead be presented with certificates of recognition.

### **COLLEGE/CAREER DAYS**

Seniors are allowed two college/career days, provided arrangements have been made in advance through the counselor. Career shadowing may also be done on these days if requested at least 10 days in advance of the desired date to give the counselor time to set up the shadowing experience for the student.

Some colleges have specific days when students should visit. They also expect parents to attend college days with their students. Special permission must be obtained to attend a college day without a parent accompanying the senior. The parent must request this permission in writing by sending it to the principal. Students must appropriately request to visit a college and return any verification documents indicated by the counselor, or the absence will be considered truancy.

Juniors may attend one college day with their parent/guardian, or accompanied by a school official on school district transportation. The parent must contact the counselor to set up this visit at least one week in advance. The counselor will call to make an appointment with the college. College/Career days may not be taken the last two weeks of first or second semester.

### **COURSE OFFERINGS**

A list of course offerings is available upon request in the counselor’s office.

### **CLASS DROP POLICY**

During the first week of school, students may request a class change. Class changes will be honored whenever possible; however, the schedule does not always permit changing classes. Changes may also be made at semester. These must be completed prior to the end of the first week of the second semester. A student will not be moved to another class:

- If there is no class available that period for the student to take other than the currently scheduled one.
- If it involves substituting an elective for a required class or the loss of a required class.

- If the move will overload the other class.
- To be in the class with a friend.
- To select another teacher when two teachers teach the same class.
- If it will result in the student not having a full class schedule as required by Arkansas State Law.

After the first week of class, the only class changes that will be made involve those required to transition athletes into/out of a sports season; and a move to a more restrictive environment for a Special Education student as the result of an IEP meeting.

Grade Replacement -- A student can replace a grade on the student transcript when the student retakes the class and makes a better grade. The old grade will stay on the transcript. The new grade will be averaged into the grade point average.

### **RETENTION/ PROMOTION – MIDDLE SCHOOL/SR HIGH**

In addition to DP.4.55:

Middle school students must pass three out of the four core classes to be promoted to the next grade.

A senior high student must retake any failed class required for graduation.

All students must meet the attendance policy to be promoted.

### **INCOMPLETE GRADES**

Any incomplete (I) for an assignment in a class that has not been completed by the time final grades are calculated will become an "F."

A student who receives an "I" for failure to take the final exam in a class will have one week to contact the school and take the test, or that "I" becomes an "F." The final grade is calculated based on receiving a zero on the final exam.

### **DRESS CODE**

Research has indicated that student behavior is greatly influenced by dress and grooming. The following dress code is established to ensure student safety, prevent disruption, and to teach students acceptable standards of dress. Students are expected to follow this code at all school activities unless other dress stipulations are made for that occasion. This includes school sponsored dances (other than prom and homecoming), athletic events, school sponsored banquets, and any concerts or other school related activity. *See the dress code reference image on the school website.*

- Student apparel must not interfere with the educational process or the rights of others, and must comply with the State health and safety codes.
- Students may not wear any item of clothing that contains a written statement that is sexually suggestive or one that advertises alcohol, drugs, or tobacco.
- Student's clothing must be worn as it should be worn. For example, pants will be worn at the natural waist, no "sagging," and tops will be up on the shoulders at all times. Clothing must be properly buttoned, snapped, or belted as appropriate.
- Students shall not wear or display emblems, insignias, badges or other symbol with intent to mock, ridicule or demean others.
- Bandanas or other clothing items may not be worn hanging out of pockets.
- Students are prohibited from participation in any gang or secret society or to wear apparel, symbols, or insignia of such an organization.
- Shorts must cover the entire buttocks when sitting, bending over, or standing. The length of the shorts should be a 3-4" inseam. Shorts should not be rolled at the waist. Shorts should be longer than tops.
- Skirts must be no more than 5 inches above the knee. Skirts shorter than this must be worn with pants.
- Apparel must not have cuts, tears, or holes above the knee.
- Shoes must be worn at all times.
- Apparel must not be of a "see-through" nature.
- Accessories such as spiked chokers, chains, and other potentially dangerous items may not be worn.
- Students will be allowed to wear hats in the building when worn the proper way with the bill facing forward. Teachers have the discretion to not allow hats to be worn in their rooms. Hats should be plain in nature and not distract from the educational process. They should have nothing illegal or against school rules, and no bright/distracting hats.
- Hoodie sweatshirts may be worn but the hood part will not be allowed to be worn over the head in the building.
- Sunglasses may not be worn in the building unless a physician prescribes them.
- No halter-tops, tank tops (sleeveless with open armholes), muscle shirts, tops with spaghetti straps, strapless tops, or those having only one strap/sleeve.
- Straps must be at least 2" wide and cover all undergarments at all times.
- Stomach area and cleavage will be covered.
- Clothing must completely cover underwear and all undergarments at all times.

- Pajamas and house shoes are not permitted.
- Tights and leggings cannot be worn unless a shirt is completely covering the buttocks and the frontal area.
- The only piercings allowed are ear rings, nose studs, and lip studs.
- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. Uniforms must meet school dress code when worn during the school day.

### **STUDENT DRIVERS**

Vehicles (including motorcycles) parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists. Students have full responsibility for the security of their vehicles and will make sure they are locked and the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

#### **Parking/Driving Regulations**

1. Students' vehicles are brought to school for transportation purposes only. After the vehicle is parked, students are not permitted to loiter in parking areas. The student must leave their vehicle and not return until after the bell at the end of the day. Permission must be obtained from the office before returning to the parking lot during the day.
2. Students are required to park in the designated student parking area
3. Students should operate their vehicles in a safe and responsible manner. The speed limit is 10mph on campus.
4. All vehicles driven to school must display a valid parking pass hanging from the mirror or lying in the corner of the window on the driver's side. Students not displaying a valid parking pass will have their driving privileges suspended until they properly display a pass. Passes will be issued at a cost of \$10.00 to those who wish to use the school parking facilities. Students must show proof of insurance, a valid driver's license, and a vehicle registration in order to register and use campus parking facilities.
5. Any infraction of driving or parking rules may result in a suspension of driving privileges.
6. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.
7. Student drivers who are tardy three times in one class, or have accumulated seven tardies during a semester will lose their privilege of driving to school for one month. Each additional tardy will result in a one month driving suspension. The tardies will start over each semester.
8. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the principal.

### **CLASS OFFICERS**

Class Officers are to serve as the voice of the student body to the community, faculty, administration, and board of education.

Officers are elected at the beginning of the fall semester.

#### **Officer Requirements:**

1. A GPA of 3.0 (no D's or F's) as verified by the counselor's signature.
2. No disciplinary action taken by the administration as verified by the principal's signature.
3. 95% attendance rate except for extenuating circumstances.
4. No criminal record.

NOTE: Infractions of the above requirements will result in removal from office.

### **FUNDRAISING**

The following classes and organizations are allowed to conduct fund-raising activities:

Senior Class	Junior Class	Sophomore Class
FBLA	FCCLA	Student Council
Annual Staff	Cheerleaders	FFA
Beta Club	Band/Choir	Science Club
Art Class	7 <sup>th</sup> – 9 <sup>th</sup> Classes	Sports Teams

The following rules apply to all fundraising activities:

1. All fund-raising activities must be approved by the high school principal and recorded on the district calendar.
2. A maximum of three (3) fund-raisers per year is allowed for any group.
3. Fund-raisers will be scheduled on a first-come, first served basis. Groups who annually sponsor a fund-raiser will have first choice of that activity.
4. Only those fund-raisers that provide for a minimum disruption of school will be approved.

5. Class sponsors will be responsible to organize and collect all funds and turn it in to the office to obtain a receipt immediately. No money is to be kept overnight in a classroom.
6. The majority of students may vote to collect class dues at the start of each school year. Class dues shall not exceed \$2.00 per month for students in grades 7-10 and \$5.00 per month for students in grades 11 and 12.
7. A record will be kept of all receipts of funds by teachers using a receipt book. Students must be given a receipt for all payments and the money turned in to the office with the receipt book.
8. All funds raised for the prom, seniors, senior expenses, trips, etc. shall be used by the vote of the class or organization. Majority rules.

### **BACKPACKS**

Books that have been checked out to a student, as well as materials and personal items are not to be left on the floors. Searches of backpacks may be conducted at any time there is reasonable cause to do so, whether or not the student is present. Trained dogs may also check backpacks at any time.

**Backpacks will be allowed but must be placed in a designated area in each classroom. Any backpacks left unattended may result in disciplinary action.**

### **FOOD AND DRINKS**

No outside food is allowed in classrooms. All drinks must be in approved containers and may be allowed in classrooms at the discretion of the classroom teacher.

### **HALL PASSES**

Cedar Ridge High School maintains the "10-10 Rule," in which students may not leave the classroom during the first ten minutes or the last 10 minutes of the class. Outside the 10-10 rule students may leave one at a time, at teacher's discretion. Any student leaving a class is expected to have filled out an electronic hall pass any time they are out of class during class time, and carry a hall pass lanyard.

### **RESTROOMS**

Restrooms are to be used only for their intended purpose and not as an area for loitering. To reduce disciplinary issues that occur in restrooms the following rules are applied for all classes and students. Failure to comply with restroom rules will result in disciplinary action.

- Students should not be in the restroom during the "10-10" period, the first ten and last ten minutes of class.
- Students are expressly prohibited from loitering in the restroom. Any student caught loitering in the restroom or in a stall with another student will be subject to immediate disciplinary action.
- During class time no more than one student may leave the classroom at a time.
- If electronic hall pass data or staff monitoring shows that student(s) are abusing restroom privileges, ie. excessive usage not covered under a medical condition, meeting up with other students, vaping, loitering, skipping class, cell-phone usage, etc. then privileges may be restricted at administrator's discretion.

### **DISCIPLINE**

Progressive Discipline is practiced at Cedar Ridge High School. This means that students receive punishment on an increasing scale based on the number of infractions on their discipline record. A student's discipline record does not follow them out of high school; however, their character and the impressions they leave on others go with them throughout life.

We feel that discipline is necessary to maintain an effective learning environment, but it is something we would like to never need to use. Although we have attempted to cover the most common infractions, we reserve the right to discipline a student who demonstrates behavior that is not conducive to an effective learning environment.

Possible disciplinary actions may include:

1. A conference/warning
2. Lunch detention
3. In-School Suspension (ISS)
4. Out-of-School Suspension (OSS)
5. Expulsion

Listed below are broad descriptions of infractions that could occur during the school day. The Cedar Ridge School District may utilize any action listed that is deemed necessary to ensure the improper behavior is not repeated. We will do our best to ensure the action fits the infraction and is in the best interest of the child and the school.

Audio and Video surveillance is present in district buildings and surrounding areas and on district buses and other district vehicles. Only parents of students directly involved in incidents leading to suspension or expulsion from school or riding a bus may view a recording.

### **Bullying or Harassment**

- 1st offense - 500-1500 points in ISS
- 2nd offense - 1500-2500 points in ISS
- 3rd offense - 3 days Out of School Suspension (OSS)
- 4th offense - 5 days OSS

**\*\*\*This may also include legal action based on the severity of the offense. Confirmed bullying incidents will also be reported to the Board of Education throughout the year.**

### **Threatening**

- 1st offense - 500-1500 points in ISS
- 2nd offense - 1500-2500 points in ISS
- 3rd offense - 3 days Out of School Suspension (OSS)
- 4th offense - 5 days OSS

**\*\*\*This may also include legal action from the Independence County Sheriff's Department.**

### **Cell Phone/ Personal Electronic Violation**

- 1st offense – phone/device confiscated and taken to the office, 1 day of noon detention, parent/guardian notified by the teacher or office and phone/device returned at the end of the school day to the student.
- 2nd offense – phone/device confiscated, 500 points in ISS, parent/guardian notified by the office and phone/device must be picked up by the student's parent/guardian.
- 3rd offense - Additional points in ISS, parent/guardian notified by the office, and phone/device must be picked up by the student's parent/guardian.  
(Each successive referral will result in longer ISS terms or possibly OSS.)

### **Damaging or Defacing Property**

- 1st offense - 1500 points in ISS and cost of repair
- 2nd offense - 1500-2500 points in ISS and cost of repair.
- 3rd offense - 3-5 days of OSS, cost of repair and notification to law enforcement.

**\*\*\* (Failure to pay for damages may result in suspension.)**

**\*\*\*This may also include legal action based on the severity of the offense and the amount of damage that has been done.**

### **Disrespect/Insubordination to staff members, including bus driver**

- 1st offense - 500-1500 points in ISS
- 2nd offense - 1500-2500 points in ISS
- 3rd offense - 3 to 5 days OSS
- 4th offense - 5 to 10 days OSS

(Disrespect to bus drivers will also result in bus suspension during the time of ISS.)

**\*\*\*This may also include legal action in regards to the Arkansas statute "Arkansas Code Title 6. Education § 6-17-106 Insult or abuse of teacher" based on the severity of the offense.**

### **Class Disruptions**

The teacher will:

- 1st offense - assign lunch detention and call home to a parent/guardian
- 2nd offense - 2 lunch detentions and call home a parent/guardian
- 3rd offense - referred to the office for the following action and the office will call the parent/guardian
  - 500-1500 points in ISS
- 4th offense - refer to the office for one of the following actions and the office will call the parent/guardian
  - 1500-2500 points ISS

(Additional referrals could result in OSS, referral to the Cedar Ridge School District ALE program, or a possible Family In Need of Services (FINS) petition being filed with the Independence County Juvenile Court System.)

### **Forgery/Lying/Cheating/Plagiarism (cheating will result in a "0" for that assignment)**

The teacher will:

- 1st offense - 2 lunch detentions assigned by the teacher and the teacher will call home to the parent/guardian
- 2nd offense - refer to the office for 500-1500 points in ISS
- 3rd offense - refer to office for 1500-2500 points in ISS
- 4th offense - refer to office for longer ISS terms

### **Misuse of vehicle**

- 1st offense - 500-1500 points in ISS along with the loss of driving privileges for 1-2 weeks.
- 2nd offense - 1500-2500 points in ISS and loss of driving privileges for 3-4 weeks.
- 3rd offense - 1-3 days OSS and loss of driving privileges for the remainder of the year.

### **Dress Code (This will be dealt with through the office only.)**

- 1st offense - 1 lunch detention, student must change into something that meets the dress code, call home to parent/guardian
- 2nd offense - 2 lunch detentions, student must change into something that meets the dress code, call home to parent/guardian
- 3rd offense - student will be sent home for the day and it shall be counted as OSS, student will spend the following day in ISS in proper clothing, parent/guardian will be notified

### **Horseplay (In the classroom and outside of the classroom)**

The teacher will:

- 1st offense - 1 lunch detention
- 2nd offense - 2 lunch detentions
- 3rd offense - refer to the office for the possibility of one of the following:
  - 500-1500 points in ISS
- 4th offense - refer to the office for the possibility of the following:
  - 1500-2500 points in ISS

### **Misuse of technology/computers**

The teacher will:

- 1st offense - refer students to the office where their computers internet access, and any computer they log in to, may be limited to G-Suite only for two weeks, and 2 lunch detentions assigned by the teacher.
- 2nd offense - refer students to the office where their computers internet access, and any computer they log in to, may be limited to G-Suite only for up to two weeks but no longer than five weeks as well as 500 points in ISS
- 3rd offense - refer students to the office where their computers internet access, and any computer they log in to, may be limited to G-Suite only for the remainder of the school year as well as 1500-2500 points in ISS

### **Public Displays of Affection**

- 1st offense - 1 day of lunch detention at opposite time of co-conspirator
- 2nd offense - 3 days of lunch detention or 500 points in ISS at opposite time of co-conspirator
- 3rd offense - 500-1500 points in ISS at opposite time of co-conspirator
- 4th offense - 500-1500 points in ISS, possible 3-5 days OSS at opposite time of co-conspirator

### **Restrooms**

#### **Loitering**

- 1st offense - 1 day of lunch detention
- 2nd offense - 3 days of lunch detention or 500 points in ISS, call home to parent/guardian
- 3rd offense - 500-1500 points in ISS, possible restriction of restroom privileges
- 4th offense - Additional points in ISS, possible 1-3 days OSS, possible restriction of restroom privileges

#### **Students in Same Stall**

- 1st offense - 1000 points in ISS, possibly at opposite time of co-conspirator(s), call home to parent/guardian
- 2nd offense - 1500 points in ISS, possible restriction of restroom privileges
- 3rd offense - Additional points in ISS, possible 1-3 days OSS, possible restriction of restroom privileges

### **Stealing**

- 1st offense - 5 days of lunch detention or 500-1000 points in ISS
- 2nd offense - 1500 Points in ISS and contact law enforcement/juvenile office
- 3rd offense - 1-3 days OSS
- 4th offense - 3-5 days OSS

**\*\*\*This may also include legal action from the Independence County Sheriff's Department.**

### **Tardiness to Class or School**

Excessive tardiness will be determined by semester as follows:

- 4-5 cumulative tardies – lunch detention
- 6 cumulative tardies – 500 Points in ISS
- Each additional tardy results in additional points in ISS (100-500 Points)

### **Possession and/or Use of Tobacco or Vaping Products**

- 1st offense - 1500 Points in ISS
  - 2nd offense - 3 days OSS and contact law enforcement/juvenile office
  - 3rd offense - 5 days OSS and contact law enforcement/juvenile office  
(Each successive referral will bring longer terms of OSS.)
- \*\*\*This may also include legal action from the Independence County Sheriff's Department.**

### **Truancy**

#### **Skipping Class, Still on Campus**

- 1st offense - 500-1500 Points in ISS
- 2nd offense - 1500-2500 Points in ISS  
(Each successive referral will bring longer ISS terms or additional days of after-school detention)

#### **Skipping Class, Leaving Campus**

- 1st offense - 500-1500 Points in ISS and possible loss of driving privileges for two weeks.
- 2nd offense - 3-5 days ISS and possible loss of driving privileges for five weeks.
- 3rd offense - 1500-2500 Points in ISS and possible loss of driving privileges for 9 weeks.  
(Each successive referral will bring longer ISS terms or additional days of after-school detention.)

### **Vulgar and abusive language or obscene gestures.**

#### **The teacher will:**

- 1st offense - 2 lunch detentions and call home to parent/guardian depending on severity.
- 2nd offense - refer to the office for possible:
  - 500-1500 Points in ISS
- 3rd offense - refer to the office for possible:
  - 1500-2500 Points in ISS
- 4th offense - refer to the office for 1-3 days of OSS

### **Physical (fighting) or verbal altercations**

- 1st offense - 3-5 days OSS and referral to juvenile office and/or law enforcement
  - 2nd offense - 5-10 days OSS and referral to juvenile office and/or law enforcement
  - 3rd offense - Referral to the Superintendent and Board of Education with recommendation for long-term suspension with the possibility of expulsion.
  - 4th offense - Referral to the Superintendent and Board of Education with recommendation for long-term suspension (45 days) or expulsion.
- \*\*\*This may also include legal action from the Independence County Sheriff's Department.**

### **Pocket Knives**

- 1st offense - Knife must be picked up by parent/guardian
- 2nd offense - 1500-2500 Points in ISS, knife will be kept indefinitely
- 3rd offense - 3-5 Days OSS, knife will be kept indefinitely (Subsequent offenses - 10 days OSS with possible recommendation for long term suspension or expulsion up to 180 days.)

### **Possession of exploding devices, stink bombs or lighting items on fire while on campus or at a school sponsored activity**

- 1st offense - 1500 Points in ISS
- 2nd offense - 2500 Points in ISS
- 3rd offense - 3 days OSS

### **Possession of, use of, or intent to use weapons or dangerous items**

- 1st offense - Confiscation of weapon, notification of legal authorities and 10 day OSS, or suspension until the board of education meets for a possible expulsion hearing. The parents shall be notified at the time of the offense that they have the right to attend the meeting with representation to present any information they may desire.
- \*\*\*Any subsequent offenses will carry the same punishment.**

### **Possession of illegal or legally controlled substance**

1st offense - Out of School Suspension up to 10 days or until the next regularly scheduled board meeting at which time the student may be suspended for a longer period of time or face possible expulsion. Legal authorities will be notified of the offense and the intended actions taken by the school district. Any confiscated items pertaining to this policy shall be held and turned over to proper authorities. Counseling and/or rehabilitation may be required to re-enter school. **\*\*\*Any subsequent offenses will carry the same punishment.**

### **Providing illegal or legally controlled substances to other students**

- 1st offense - Suspension up to 10 days or until the next regularly scheduled board meeting at which time the student may be suspended or expelled. Legal authorities will be notified of the offense and the intended actions taken by the school district. Any confiscated items pertaining to this policy shall be held and turned over to proper authorities.

**\*\*\*Any subsequent offenses will carry the same punishment.**

### **DETENTION GUIDELINES**

Teachers will assign detention to students based on the severity of the infraction. Detentions will be submitted to the office and the administration will assign the detention date. In addition, parent contact will be made with each infraction and after 3 minor documented detentions the student will be referred to the office. After school detention will also be utilized and will consist of an hour after school on a set day.

#### **Student Responsibilities**

- Must bring materials to study (no magazines, etc.)
- No communication without permission
- No Cellphone Usage
- Must raise hand and be recognized to communicate with the teacher
- No disruptive behavior
- No sleeping or putting head on desk
- Must devote full time to studying
- Must remain in seat at all times

#### **Consequences**

One additional day in detention may be added if the student misses the detention. If a student walks out of detention, or is sent out, this will result in a major detention or referral to ISS. This is at the discretion of the detention teacher.

#### **Absences**

If a student is absent from school, detention days will be made up the next day, immediately following the absence.

#### **Unexcused Absences**

Any student present at school that fails to report to detention and has not been excused for that day will have an unexcused absence from detention. The consequence of this action will be two sessions of detention.

#### **Tardiness**

Any student reporting to Detention more than 5 minutes late will result in an additional day of detention. Any student that continually violates or disregards these rules may receive additional consequences up to a possible suspension from school.

### **SCHOOL TRIPS**

Students going on school-sponsored trips (field, class, and club) with faculty sponsors must turn in a student permission slip. This slip must be filled out by the student and signed by the parent/guardian before the student will be allowed to leave on the trip. Students will not be released to anyone except parents/guardians unless prior arrangements have been made in the office. Students who ride the bus on out-of-town trips must return on the bus. The student will be released to their parent/guardian provided they appear in person to the faculty sponsor and sign the student into their custody. Students not complying with this policy will be suspended for three school weeks from extracurricular activities from the date of the occurrence.

Although school trips or functions sponsored by the school will not count as an absence, all students must check with teachers about make-up work before leaving on the trip or attending the function. The assignments are due in class the next school day.

### **PROM**

The Prom will be held at a facility approved by the Principal. The members of the Junior Class have the responsibility of putting on this event for the Senior Class and their dates. Students who leave the prom will not be allowed to re-enter.

### **ATTENDANCE BEFORE AND AFTER DRIVER'S TEST OR COURT**

Students must have signed documentation slips with time of arrival and departure from the place of appointment listed above. Students should not be allowed to miss an entire day for appointments.

### **ATTENDANCE OF STUDENT ATHLETES AND EXTRACURRICULAR ACTIVITIES**

We believe that it is important that all students be in school every day. Attendance at school is an important part

of building a strong work ethic and should be viewed by an athlete as an important part of his/her job. A student-athlete will not be excused to miss school or come in late after arriving home late from an athletic contest or competition. *Timberwolves* must remember that sports are an extracurricular activity and that school attendance and schoolwork comes first.

No student will be allowed to participate in any school activity (i.e. athletic events, concerts, field trips, etc.) or to practice for such an event on a day when the student was absent from school more than half of the day. The student must be present at least one-half of the school day on the day of the activity, and be at school on time and attend the day following the activity with the exception of a written note from a doctor or death in the family.

### **EXTRACURRICULAR ACTIVITIES ACADEMIC REQUIREMENTS**

**Junior High** – A student promoted from the sixth to the seventh grade automatically meets scholarship eligibility requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship eligibility requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas of math, science, social studies, and language arts.

The first semester of the ninth grade, a student meets the scholarship eligibility requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas of math, science, social studies, and language arts.

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

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

**Senior High** – In order to remain eligible for competitive interscholastic activity, a student must have Passed four (4) academic courses the previous semester and:

- Have earned a minimum GPA of 2.0 from all academic courses the previous semester
- Ineligible students may not participate in any school activity requiring eligibility. In athletics, the student may not dress out in uniform, may not be on the bench during the game, and may not travel with the team.

### **PHYSICALS**

Student athletes must have a physical examination and submit a signed parental permission form before being allowed to participate in the athletic program. Physicals are provided free of charge at a scheduled time at the end of the school year for the coming year, or you may submit the form completed by your physician. The school assumes no responsibility for the cost of physicals conducted by your physician.

### **CHEMICAL SCREENING**

See DP.4.24.1

### **TEAM RESPONSIBILITY**

Always remember, the *team* comes first.

The coaches/sponsors are primarily responsible for implementing the following goals and standards:

1. Strive for common goals and team loyalty.
2. Play team values above individual interests.
3. Apply self-discipline and personal sacrifice for team goals.

### **FACILITIES AND EQUIPMENT**

Each athlete is expected to take care of the school facilities and equipment. We expect participants to take care of the field, gym, locker rooms, equipment, band room, and other areas without having to be told to do so. This is something in which every athlete should take pride. We also expect our athletes to be respectful of the locker rooms and playing fields of the opponents that we visit. *Timberwolves* are to be remembered for their class and athletic skills, not something else.

No athlete should be in the CRHS gym unsupervised at any time. If you are in the gym and you do not know where the supervising coach is located, seek him/her out or leave the gym. Do not enter the gym prior to basketball games through the back door of the gym. This is the time that the coaches use to clean the floor and prepare the gym for the game. They cannot supervise students at this time.

Students may not go down on the gym floor prior to a home game and shoot baskets. The coaches have prepared the floor and equipment for the game, not for recreational use by individual students.

### **ATHLETIC INJURIES**

Any injury, whether large or small, must be reported to the coach in charge. Any injury requiring a doctor's care requires a doctor's release before an athlete is allowed to practice or play. Injuries not requiring a doctor's care will be left up to the parent/guardian and coach to assess the athlete's ability to practice and play.

All medical costs for student athletes are the responsibility of the parent/guardian. The school district is not responsible for any medical expenses. Cedar Ridge School District will not provide insurance for students. Parents/Guardians are encouraged to purchase insurance or to apply for ARKids First Program. Applications are available in each of the school's offices.

### **SPRING SPORTS FOR NINTH GRADE ATHLETES**

A ninth grade student may compete in spring sports on the high school level if a particular sport is not offered at the junior high level or the age rule from the Arkansas Activities Association applies. Coaches may also use ninth grade athletes to compete on the senior high teams for various reasons. They may also move them up after the junior high season has been completed.

### **TEAM TRAVEL**

All participants in athletic contests or competitions are required to ride the bus to the event unless they have prior approval from the Principal for some type of extreme hardship.

Students who ride the bus to a school-sponsored event must ride the bus on the return trip unless the student's parent or guardian has signed the sign-out sheet the coach maintains for each individual trip. Students will not be released to anyone other than a parent or guardian unless the parent/guardian has made prior arrangements with the coaching staff to release their student to another parent/guardian.

### **OFF-SEASON**

The off-season programs are designed to prepare athletes for both the physical and mental demands of sports. All athletes that are not participating in another sport during this season are expected to participate in the off-season program. This program will help the athlete to condition their body and mind to allow for overall improvement.

### **SUMMER ACTIVITIES**

Coaches and sponsors may enroll their teams in organized team camps and clinics during the summer. Athletes and support team members are encouraged to attend. Coaches will also make sure that the gym is open regularly throughout the summer. All athletes are expected to maintain and/or improve their physical conditioning during the summer. Coaches may implement special workout programs for athletes to follow during the summer.

### **DROPPING AND TRANSFERRING SPORTS**

An athlete who is participating in a sport and quits during the season will report to the library. It is our belief that quitting is not a quality that we desire in our citizens and therefore we wish to set a model for behavior that will serve our students well in the future.

### **APPROVAL OF CLOTHING ITEMS**

Any athletic team, club, class, or student group purchasing clothing items for sale or distribution must have the item approved, along with any wording, pictures, or logos that will be affixed to the item. The coach or sponsor of the group must complete this approval.

### **PHYSICAL EDUCATION CREDIT FOR ATHLETICS**

Recent changes in State law allow for students to be credited with up to one year of Physical Education credit for participation in Athletics. The only athletes this will apply to are those who have a credentialed Physical Education (PE) teacher as a coach who teaches them the Physical Education curriculum or if they have a credentialed PE teacher teaching them the PE curriculum during the off-season.

### **COLLEGE RECRUITING**

In the event that a college recruiter contacts you privately, it is very important that you inform your coach. Strict guidelines apply to recruiters and information is available through the athletic department to make sure that your best interest is protected. Students who are interested in attending college on an athletic scholarship should contact the counselor to ensure that they are taking the courses approved for our school by the NCAA.

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Dear Parent or Guardian:

Section I, (a), of Act 70 of 1989, mandates each Board of Directors from every school district in the state adopt a student attendance policy which indicates the number of absences that would be considered “excessive absences;” and that excessive absences may be used as a basis for the denial of course credit, promotion, or graduation. That number has been determined to be nine (9). Student Attendance Policies at both the elementary and secondary level in the Cedar Ridge School District will use that number of excessive absences, along with Acts 473 and Act 70 (1989) as a basis for enforcing student attendance.

As a result of these laws, parents/guardians are asked to read the sections on Student Information and on Discipline/Student Behavior found in this Student Handbook.

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## **Cedar Ridge School District**

### **Student Electronic Device and Internet Use Agreement**

The Cedar Ridge School District agrees to allow the student identified above to use the district’s technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, “electronic device” means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The student’s use of the district’s access to the Internet is a privilege conditioned on the student’s abiding to this agreement. No student may use the District’s access to the Internet whether through a District or student owned electronic device unless the student and his/her parents/guardian have read and signed this agreement.
2. Acceptable Use: The student agrees that he/she will use the District’s Internet access for educational purposes only. In using the Internet, the student agrees to obey all Federal and State laws and regulations. The student also agrees to abide by the Internet use rules instituted at the student’s school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to the following:
  - Using the Internet for other than educational purposes;
  - Gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
  - Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - Making unauthorized copies of computer software;
  - Accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
  - Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - Posting anonymous messages on the system;
  - Using encryption software;
  - Wasteful use of limited resources provided by the school including paper;
  - Causing congestion of the network through lengthy downloads of files;
  - Vandalizing data of another user;
  - Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - Gaining or attempting to gain unauthorized access to resources or files;
  - Identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - Invading the privacy of individuals;
  - Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, address, and phone number;
  - Using the network for financial or commercial gain without district permission;
  - Theft or vandalism of data, equipment, or intellectual property;
  - Attempting to gain access or gaining access to student records, grades, or files;
  - Introducing a virus to, or otherwise improperly tampering with the system;
  - Degrading or disrupting equipment or system performance;
  - Creating a web page or associating a web page with the school or school district without proper authorization;
  - Providing access to the District’s Internet Access to unauthorized individuals;

- Failing to obey school or classroom Internet use rules; or
  - Taking part in any activity related to Internet use that creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
  - Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
5. **Liability for debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
  6. **No Expectation of Privacy:** The student and parent/guardian signing agree that if the student uses the Internet through the District's access, that the student waives any right to privacy that the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the District's Internet Access and may also examine all system activities the student participates in, including but not limited to email, voice, and, video transmissions to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians.
  7. **No guarantees:** The District will make good faith efforts to protect children from improper or harmful matter that may be on the Internet. At the same time, in signing this agreement, the parent and student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.
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## **Cedar Ridge School District Student Email/Login Accounts**

The Cedar Ridge School District has created email accounts for all students in the school to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal email by students with their parents' permission. The mastery of effective and proper email communications by students is included in the Pre K-12 Instructional Technology Standards, in addition to allowing access to the wealth of collaborative tools available to students and teachers. At Cedar Ridge School we pride ourselves with the use of innovative 21st Century Skills that are important for your child's development. The products developed by the students will also serve as documentation for Common Core and State Educational Standards as well as the Teacher Evaluation Support System requirements.

The email naming convention will be [firstname.lastname@cedarwolves.org](mailto:firstname.lastname@cedarwolves.org). This login will allow the student to have access to the other features of Google Apps for Education (Google Docs, Google Calendar, etc.) at school and home as well as email their teachers additional questions pertaining to classroom activities.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. Therefore, we would like to share the password for your child's Google Apps Account so that you may participate in how your child uses this technological tool upon request.

### **Philosophy**

Cedar Ridge School encourages the use of student email/Google Education Apps as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning. The student email account is housed on a Google mail server, thereby giving student access to the FREE Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

### **1. Official Email Address**

All students will be assigned a [firstname.lastname@cedarwolves.org](mailto:firstname.lastname@cedarwolves.org) student email/login account. This account will be considered the student's official Cedar Ridge email address until such time as the student is no longer enrolled in Cedar Ridge Public Schools.

### **2. Prohibited Conduct**

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of Cedar Ridge Public Schools
- Interference with technology operations through the following:
  - A. electronic chain letters
  - B. unsolicited electronic communications
  - C. disruption of electronic communications

### **3. Access Restriction**

Access to and use of student email is considered a privilege and is at the discretion of Cedar Ridge Public Schools. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and may result in disciplinary action.

### **4. Security**

Cedar Ridge Public Schools cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to unsolicited information.

### **5. Privacy**

The general right of privacy will be extended to the level possible in the electronic environment. Cedar Ridge Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private to a degree. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware.

Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the student Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

The student and parent/guardian signing agree that if the student uses the Internet and/or email through the District's access, that the student waives any right to privacy that the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the District's Internet Access and may also examine all system activities the student participates in, including but not limited to email, voice, and, video transmissions to ensure proper use of the system. The District may share such transmissions with the student's parents/guardians and/or legal authorities.

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

- I understand that my student can access this account from anywhere there is Internet service, even off campus.
- I understand that students email address grades K-9 will only be active for the Cedar Ridge School District group and will not allow email in or out this group. Grades 10-12 may email outside of the Cedar Ridge School District.

## CRSD Transportation

The Cedar Ridge School District Transportation Department provides safe transportation for students to and from school every day. Our staff is committed to providing students with a safe enjoyable environment while they ride to school and back home. CRSD has 20+ buses in our fleet that our trained drivers utilize each day and our shop personnel keep clean and in top working condition.

### Safety

Safety is our number one priority. Our staff trains every year to ensure they are prepared to provide the safest environment possible while transporting students. Outside of physically driving the bus the number one variable in bus safety is student behavior. Bus rules and expectations are in place to help ensure the safety of all students. Buses are designed using compartmentalization. This means that sitting down in the seat and facing forward is equivalent to wearing a seatbelt in a car. A quiet bus ensures that the driver can hear what is going on around them and they are not distracted by the noise. Every second a driver or staff member spends having to monitor students not following expectations is a second that their eyes are not focused on the road and driving. We appreciate your partnership with us to ensure bus rules are followed to provide the safest most enjoyable transportation possible.

Some items that create a safety concern are not allowed on the bus.

- Band instruments too big to be held in lap - absolutely no tubas or baritones.  
*Note: If the bus has an available empty seat, accommodations may be made for large instruments at the driver's discretion.*
- Archery Bows - Will be placed in a designated area/seat at the bus driver's discretion.  
*Note: If the bus is unable to accommodate due to space restrictions then the student is responsible for alternative transportation of their archery bows to the practice site.*
- Glass containers
- Flowers/Balloons
- Weapons/contraband of any kind
- Any item that cannot be secured in the student's lap
- Speakers (Bluetooth, Phone, Etc.) Any audio needs to be played through headphones.
- All items must remain in the backpack

### Security

Every bus is equipped with high-definition cameras that record both audio and video to help us ensure the safety of our students. The system allows us to accurately diagnose issues that arise on the bus and allows us to address those responsible to make better choices while riding to help increase student safety. These devices are reviewed periodically by the administration and are reviewed when incidents are reported to the Transportation Director or Building Administrator

### Expectations

Cedar Ridge School District considers the bus as an extension of the school and classroom. The same expectations are in place on the bus as in the classroom. When students do not follow the rules and meet the expectation outlined then they create an unsafe environment that can have an impact on other students. A driver's first responsibility is to drive the bus safely. Please consider they are driving a heavy commercial vehicle safely while supervising 60-80 students through a rearview mirror to ensure a safe environment for your student. There are very few places to safely pull over a bus to address student misbehavior that does not put the bus at a greater risk of an accident. That is why your support and students meeting the expectations are so important in ensuring the safety of all students. School bus transportation is a service CRSD takes pride in offering its students but please keep in mind that transportation is a privilege, not a requirement and riding privileges can be revoked by district administration.

### Bus Stop Creation

In addition to student safety, the 2nd most important task of the Transportation Department is to develop routes to service students safely and efficiently. Routes are developed to provide the safest most economical operation of our fleet. Every attempt is made to limit the distance students must travel to their designated bus stop location. NOTE: Transportation will not drop any student at any address unless the address is in the Student Information System, eSchool, unless they have a Permission to Ride to Alternate Address form signed by their building principal and approval from Transportation. Transportation will also not allow a student to ride home with another student without a note signed by the building administration. A note will not be issued unless documented guardian permission has been received via a signed note or phone call. *Contact the school when these occasions arise and they will assist you.*

Below is a list of a few considerations used in developing bus stops per our stop procedures;

- Student Safety.
- The Walk Zone will be 2 blocks from any school. *Exemptions are at the Transportation Director's discretion.*

- K-2 grade students must have a guardian or arrangements must have been made with the guardian that an authorized sibling or family member is responsible for the student at the stop. In situations where this procedure is not followed and there is no guardian present at the bus stop the student will be returned to the building or the transportation office for pick-up. Multiple violations will result in loss of riding privileges.
  - An adult must receive students at motels/hotels.
  - Students will only be dropped off with individuals listed in eSchool.
    - Eye-to-Eye transfers can be requested by parents/guardians
  - Students will only be dropped at the address listed in Cedar Ridge School District Student Information System, eSchool.
- Note: see "Bus Stop Procedures" for additional information.*

Special needs routes - students with transportation on IEP - including the above list plus;

- These student stops will be located at the residence.
- Must have a parent present at the stop.
- Make wheelchair considerations.

ALE and SLC - students in these placements - including the above list plus;

- These students are provided with specific transportation and are not allowed to board regular routes or shuttles. Transportation is not provided for the following students;

- Out of district School Choice: we are glad you have chosen CRSD but it is your responsibility to get them to and from the assigned communal bus stop. Multiple violations will result in the loss of riding privileges. If you have special circumstances, please contact the transportation office. The Transportation Director is the only person who can alter or establish stops and routes. Administration reserves the right to change any aspect of the routes when deemed necessary.

### **Bus Stop Procedures**

*NOTE: Transportation will not drop any student at any address unless the address is in the Student Information System, eSchool, unless they have a Permission to Ride to Alternate Address form or a note giving permission to ride home with another student is signed by their building principal. Contact the school when these occasions arise and they will assist you.*

The following stop procedures are vital in ensuring students' safety. *NOTE: Do not ask the driver to let you off the bus at any place other than your regular stop. The driver is not authorized to do this.*

#### **Boarding, students should...**

- be at the stop 10 minutes before the scheduled time.
- be accompanied by a guardian or approved older sibling at all times if they are in kindergarten through second grade or if requested by the parent to be eye-to-eye transfer.
- remain in a safe place and stand at least 10 ft. from the road or as far as possible.
- remain calm and do not approach the bus until they have opened the door and signaled you to approach.
- not horseplay at the bus stop.
- load the bus orderly and quickly while following the driver's instructions.

#### **Exiting, students should...**

- have a guardian or approved older sibling at the stop waiting if they are in kindergarten through second grade or if requested by the parent to be eye-to-eye transfer.
- have a guardian at the stop 10 minutes before the scheduled time if they are an eye-to-eye transfer.
- remain seated until the bus has come to a complete stop and the brake is set.
- unload the bus orderly and quickly while following the driver's instructions.
- not enter the driver area until the driver has opened the door and students are instructed to exit the bus.
- exit the bus and move immediately 5 ft. away so the driver can see students clearly.
- stop if crossing the street in front of the bus until the driver has signaled them it is safe to cross.
- not horseplay at the bus stop.
- not check the mail after exiting the bus until it has left.

### **Bus Laws**

Below are a few laws that many people do not know:

- School bus transportation is a service CRSD takes pride in offering its students but please keep in mind that transportation is a privilege not a requirement and riding privileges can be revoked by district administration.
- Individuals must not obstruct or delay any school bus.
- Individuals must not board any bus unless they are assigned to that bus.

- Unauthorized adults are not allowed to board any bus for any reason.
- Individuals must not check mailboxes until the bus has left the area.
- Individuals must be seated properly at all times while the bus is in motion.
- A school choice or out-of-zone guardian is responsible for the student's transportation to school or to the communal bus stop designated by the Transportation Director.

### **Student Bus Rules**

Student Handbook rules apply as the bus is an extension of the classroom and part of a student's school day. Below is the statement from the Student Handbook: *See the handbook for more information.*

The District's Student Code of Conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the student were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violation of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior. Students are eligible to receive district bus transportation if they meet the District's requirements for riding a bus. ***The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.***

The list below is for clarification on bus-specific situations that may vary from the school handbook's expectations.

1. Anything that distracts the driver will not be tolerated and is a safety issue.
2. Only items needed for academics at school are allowed on the bus. Note: baritones or tubas are not allowed on the bus, no exceptions.
3. Food and drinks shall be consumed responsibly on the bus. An excessive mess will result in a \$50.00 restitution and a suspension. Riding privileges are revoked until restitution is paid after the mandatory suspension.
4. There is to be no profanity or vulgar language on the bus.
5. Ride calmly, quietly, and correctly. Anything else is a safety concern, including blocking the aisle.
6. Any act of vandalism will result in a \$100.00 restitution fine for each item vandalized including messing with safety equipment. Riding privileges are revoked until restitution is paid after the mandatory suspension. Three acts of vandalism in two years will result in permanently being removed from CRSD transportation.
7. Bullying, physical contact, or verbal abuse will not be tolerated in any form on Cedar Ridge School District buses.

### **Discipline**

Every student is treated fairly and equitably when receiving consequences for discipline. Our procedure is to follow a firm but progressive approach to discipline. The Transportation Director can revoke riding privileges beyond a 10-day suspension based on the severity of the incident(s).

#### **Discipline Expectations; Process:**

1. A report must be filled out to launch an investigation. Incidences are handled in order of severity.
  - a. Who fills out the report?
    - i. Building Administrators - based on student or patron reports.
    - ii. Drivers - based on student or patron reports.
    - iii. Transportation Office - based on student or patron reports.
2. Administrators will investigate and collect evidence of the incident.
3. Administrators will decide the course of action for consequences to be implemented.
4. Administrators will contact the parent and explain the incident and consequences.
5. A report from a building administrator will be given to the student to notify them of the consequences. The administration will track incidences and follow procedures consistently and equitably for all students.

#### **Consequences:**

*At any time, administration can determine any step can be skipped based on the severity of the incident.*

#### **Grades - K-4**

1. Bus driver intervention (redirections, warnings, or assigned seating), verbal warning from the Transportation Director, and/or a parent contact.
2. Written warning from the Transportation Director and parent contact.
3. First suspension is 3 days and parent contact.
4. Second suspension is 5 days and parent contact.

5. Third suspension is 10 days and parent contact.
6. The fourth suspension is for the remainder of the year.

#### **Grades - 5-12**

1. Bus driver intervention (redirections, warnings, or assigned seating), verbal warning from the Transportation Director, and/or a parent contact.
2. Written warning from the Transportation Director and parent contact.
3. First suspension is 5 days and parent contact.
4. Second suspension is 10 days and parent contact.
5. The third suspension is for the remainder of the year.

**Severity Clause:** A student who distracts a bus driver from his/her responsibility of safely driving the bus or who engages in conduct endangering other students such as but not limited to fighting, smoking / Vaping, or disrespect toward the bus driver will receive an immediate suspension from riding if a severe infraction occurs. Suspension time for a severe infraction could result in the denial of bus riding privileges for the remainder of the year. Suspension includes all activities, trips, or other events.

#### **Specific Acts Details:**

**Vaping:** An automatic 5-day suspension and it counts as a step on the scale above. A second vaping incident will result in a 10-day suspension, and any subsequent incidents will result in removal from the bus for the remainder of the year.

**\*\*\*This may also include legal action from the Independence County Sheriff's Department.**

#### **Vandalism:**

**Grades K-4 Vandalism** Cost to replace/repair the item(s) vandalized as restitution, mandatory 5-day bus suspension, and suspension extends until restitution is paid. A second offense will result in restitution and suspension for the year and the student cannot ride the next year until restitution is paid. Suspension includes all activities and trips. Three acts of vandalism in a 24-month period will result in loss of riding privileges permanently.

**\*\*\*This may also include legal action from the Independence County Sheriff's Department.**

**Grades 5-12 Vandalism** Cost to replace/repair the item(s) vandalized as restitution, mandatory 10-day bus suspension, and suspension extends until restitution is paid. A second offense will result in restitution and suspension for the year and the student cannot ride the next year until restitution is paid. Suspension includes all activities and trips. Three acts of vandalism in a 24-month period will result in loss of riding privileges permanently.

**\*\*\*This may also include legal action from the Independence County Sheriff's Department.**

#### **Excessive Food Mess**

**Grades K-12 Excessive Food Mess** Up to a \$20 cleaning fee as restitution, mandatory 5-day bus suspension, and suspension extends until restitution is paid. A second offense will result in restitution and suspension for the year and the student cannot ride the next year until restitution is paid. Suspension includes all activities and trips. Three acts of Excessive Food Mess in a 24-month period will result in loss of riding privileges permanently.

#### **Concerns**

Students will always be treated equitably and with respect. If a student has a concern with something happening on the bus or stop, they need to report it to the driver immediately. If the student is not comfortable reporting it to the driver, they should report it to their building administrator immediately. CRSD cannot help unless we are aware of the situation. When reporting please consider providing the following information to help us investigate accurately and with efficacy:

- The reporter's name and contact information.
- The names of all individuals involved or descriptions if names are not known.
- Which bus or stop, shuttle bus, or route bus.
- Where on the bus, front-middle-back-driver side-passenger side
- Approximate time or section of route.

*If the parent/guardian has any concerns please report to the driver, building principal, or Transportation Office as soon as possible so we can work together to resolve the situation.*