

**MEMBERS OF THE CABOT**  
**SCHOOL BOARD**

Mr. Brian Evans

Mr. Ricky Hill

Mr. Dean Martin

Ms. Donna Nash

Mrs. Sarah Owen

Mr. Mark Russell

Mr. Corey Williams

**SCHOOL DISTRICT ADMINISTRATION**

Dr. Tony Thurman, Superintendent

Dr. Tammy Tucker, Assistant Superintendent

## **Directors, Supervisors and Coordinators**

Lisa Baker	Director of Personnel
BJ Brooks	Director of Instructional Technology
Michael Byrd	Director of Student Services
LB Capps	Construction/Maintenance Supervisor
Debbie Carr	Coordinator of Construction/Maintenance
Melanie Duerkop	Director of Accountability/Evaluations
Liz Massey	Director of Communications
Michele French	Director of K - 6 Curriculum
Lori Bridges	Coordinator of Pre-K Programs
Bill Holden	Director of Custodial Services
Keri Jackson	Director of Safety and Security
Vonda Jacobs	School Nurse Supervisor
Linda Payne	Director of Prof. Dev. and Testing
Aaron Randolph	Director of Gifted and Talented/Federal Programs
Steve Roberts	Director of Athletics
Julie Ward	Director of Special Programs
Roger Tonnessen	Director of Transportation
Andy Martin	Director of Technology
Tina Wiley	Director of Finance/Comptroller
Terena Woodruff	Director of Counseling
Erin Wilkes	Director of Food Service

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**LETTER FROM SUPERINDENDENT**



Dear Parent:

Welcome to the Cabot School District. The 2016 -2017 Student Handbook information is provided as required by the State of Arkansas. The handbook contains general information, rules, regulations and policies of the school district.

I trust that you will find this year to be as rewarding and enriching as ever. There is no doubt that we have the most dedicated faculty, the most committed staff, the most supportive parents, and the most promising students. Our efforts together will ensure that this perfect formula for success is maximized, providing every student the opportunity to excel.

It is imperative that you communicate with us when you have a question or concern. Please make sure that you have contact information for your child's teacher(s) and building administrators. If you need assistance from central administrative staff, but are not sure who to contact, please email or call Mrs. Karen Davis at [karen.davis@cps.k12.ar.us](mailto:karen.davis@cps.k12.ar.us) or (501) 843-3363. If you would like to contact me directly, you may do so by sending an email to [tony.thurman@cps.k12.ar.us](mailto:tony.thurman@cps.k12.ar.us).

**We also have a new communication tool that enables us to better connect with you. It's our official Cabot Public Schools mobile app. The app gives you direct and immediate access to school news, notifications, student information, lunch menus, school calendars, transportation and much more! All this information is available in one place and right at your fingertips. It's also free and is available right now in the App Store for iPhones and on Google Play for Android users.**



~~If you're not able to download the app, don't worry. We'll still continue distributing all our information just like we have before through social media, phone calls, texts, emails, website, school announcements, and newsletters.~~

We pledge to do everything we can to ensure that your child has a positive school year.

Sincerely,

Dr. Tony Thurman  
Superintendent of Schools

# CABOT SCHOOL DISTRICT CALENDAR 2016-2017

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

13/13

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21/34

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20/54

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17/71

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/83

## 2016-2017 Student Calendar

Grading Periods	
Grading Period 1: Aug15 – Oct 11 (41 days)	1 <sup>st</sup> Semester – 83 Days
Grading Period 2: Oct 12 – Dec 16 (42 days)	
Grading Period 3: Jan 3 – March 7 (44 days)	
Grading Period 4: March 8 – May 25 (51 days)	2 <sup>nd</sup> Semester – 95 Days

### Significant Dates

August 15	1 <sup>st</sup> Day of School
September 5	Labor Day
October 18	Parent Conferences
October 20	Parent Conferences
October 21	No School
November 21-25	Fall Break
Dec 19 – Jan 2	Semester Break
January 3	Second Semester Begins
March 14	Parent Conferences
March 16	Parent Conferences
March 17	No School
March 20-24	Spring Break
May 25	Last Day of School
May 29	Memorial Day

Snow Days:  
Jan 16, Feb 20, May 26, 30 & 31.

Students will be in school on snow days only if days are missed due to inclement weather.

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20/20/103

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

19/39/122

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17/56/139

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

20/76/159

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19/95/178

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## SCHOOL LISTING

**Cabot High School** **843-3562**

401 N. Lincoln Street  
Cabot, AR 72023

Principal

Assistant Principal

Assistant Principal

Assistant Principal

Assistant Principal

Dean of Students

Henry Hawkins

Alana Graham

Nicole Gatewood

Charlie Donham

Brad Tarvin

Ronnie Tollett

**Cabot Freshman Academy** **743-3576**

18 Spirit Drive  
Cabot, AR 72023

Principal

Assistant Principal

Assistant Principal

Tanya Spillane

Ahna Davis

Kevin Floyd

**Cabot Junior High North** **743-3572**

38 Spirit Drive  
Cabot, AR 72023

Principal

Assistant Principal

Assistant Principal

Charlotte Sandage

David Howard

Amy Butler

**Cabot Junior High South** **743-3573**

38 Panther Trail  
Cabot, AR 72023

Principal

Assistant Principal

Assistant Principal

John West

Mandee Carmical

Lisa York

**Cabot Charter School ACE/ALE** **743-3520**

21 Funtastic Drive  
Cabot, AR 72023



Principal Michele Evans  
Assistant Principal Randy Granderson

**Cabot Charter School ACE North 843-3363**

401 North Lincoln  
Cabot, AR 72023  
Principal Georgia Chastain  
Assistant Principal John Shirron

**Cabot Middle School North 743-3571**

1900 N. Lincoln Street  
Cabot, AR 72023  
Principal Dawn Peebles  
Assistant Principal Teri Duncan  
Assistant Principal Adam Koehler

**Cabot Middle School South 743-3570**

2555 Kerr Station Road  
Cabot, AR 72023  
Principal Casey Hanna  
Assistant Principal Meredith Jones  
Assistant Principal Mike Nash

**Central Elementary School 743-3564**

36 Pond Street  
Cabot, AR 72023  
Principal Bethany Hill  
Dean of Students /Inst. Facilitator Amanda Picard

**Eastside Elementary School 743-3563**

17 Bellamy Street  
Cabot, AR 72023  
Principal Jill Fletcher  
Asst. Prin. /Inst. Facilitator Carol Skiba

**Magness Creek Elementary School** **743-3565**  
16150 Hwy. 5  
Cabot, AR 72023  
Principal Kelly Bankston  
Asst. Prin. /Inst. Facilitator Kelly Riggs

**Mountain Springs Elementary School** **743-3575**  
3620 Mt. Springs Road  
Cabot, AR 72023  
Principal Mandy Watkins  
Asst. Prin. /Inst. Facilitator Amy Vailes

**Northside Elementary School** **743-3568**  
814 W. Locust Street  
Cabot, AR 72023  
Principal Suzie Kelley  
Asst. Prin. /Inst. Facilitator Miriam Berryhill

**Southside Elementary School** **743-3576**  
2600 S. Pine Street  
Cabot, AR 72023  
Principal Stacy Allen  
Dean of Students /Inst. Facilitator Melissa Fureigh

**Stagecoach Elementary** **743-3574**  
850 S. Stagecoach Road  
Cabot, AR 72023  
Principal Pam Waymack  
Asst. Prin. /Inst. Facilitator Haley Beavert

**Ward Central Elementary School** **743-3569**  
1570 Wilson Loop  
Ward, AR 72176  
Principal Dawn Verkler  
Asst. Prin. /Inst. Facilitator Andy Sullivan  
Dean of Students/Inst. Facilitator Kim Griffin

**Westside Elementary**

**743-3566**

1701 S. 2<sup>nd</sup> Street

Cabot, AR 72023

Principal

Sherri Jennings

Asst. Prin. /Inst. Facilitator

Michelle Atherton

**Cabot Learning Academy (CLA)**

**743-3540**

404 N. 2<sup>nd</sup> Street

Cabot, AR 72023

Principal

Joanne Blalock

## SECTION 1 - GENERAL INFORMATION

### WELCOME

A very cordial welcome is extended to each of you attending Cabot Schools. You are beginning a new phase of your life -- a very important one -- that carries with it many opportunities and responsibilities. As you attend Cabot Schools, you will receive training which is designed to prepare you to take your place in the adult world.

### MISSION

Preparing our students for tomorrow's opportunities: every child, every classroom,  
every day.

### ALMA MATER

Hail to thee, dear Cabot High School,  
In thee do we trust.  
Thou are great, and in thy wisdom,  
We have found thee just.  
Lingering in our fondest memories,  
Thou shall blaze our trail,  
We will always praise thy honor,  
Hail to Thee! All Hail!

### PLEDGE OF ALLEGIANCE (4.46)

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate 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 be quiet while either standing or sitting at their desks. 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 shall not be subject to any comments, retaliation, or disciplinary action.

### STUDENT HANDBOOK (4.42)

It shall be the policy of the Cabot 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 that 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 the student policies and ensure that such changes are provided to the 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 review policies 4.45 (SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2012-13) and 4.45.1 (SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS) and the current ADE 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 correction may be made and notice of the requirements given to students and parents.

### **EMERGENCY INFORMATION**

The emergency information that parents/guardians are requested to provide each year is critically important in the case of emergencies. Student safety and wellbeing often hinge on the accuracy of the information on this form. During emergency situations, precious moments are lost when information is not accurate and up-to-date. NOTIFY THE SCHOOL immediately when telephone numbers, addresses, place of employment or any other essential emergency contact information changes.

### **PARENT INVOLVEMENT**

The Cabot School District Parent Involvement Plan is a comprehensive plan that will help develop a meaningful partnership that meets the needs of the families, school communities involved and incorporates ideas that benefit the involvement of the parents. The Parent Involvement Plan can be found on our district website under the “Parent” tab.

### **STUDENT VISITORS (4:16)**

Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.

### **CONTACT WITH STUDENTS WHILE AT SCHOOL (4:15)**

Visitors to the school should use the designated visitor entrance to the school and report immediately to the school office to identify themselves and their business on campus. For safety and security, all visitors will register in the school office and obtain the appropriate identification badge. All persons on school grounds, in school buildings, or at school sponsored events must identify themselves to school employees upon request. Building principals will develop specific guidelines regarding visitors to their campus. Law enforcement officers will assist when necessary to deal with unidentified persons on school grounds.

**CONTACT BY PARENTS:** Parents wishing to visit 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 his/her designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court ordered “no contact” or other

restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in the school, or otherwise have contact with their child during school hours and 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.

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

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, the principal or the principal's designee shall make a good faith effort to notify the student's parent, legal guardian, or other person having lawful control 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, 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 persons having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she 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 OTHER ADULTS:** Correcting or questioning of a student by another student's parent/guardian is never appropriate and will not be allowed. District

administrators have authority to regulate parents' visits to a school if this policy is violated.

**CLASSROOM DISRUPTIONS**

**(Appointments, early check-outs, flowers, balloons, etc)**

Cabot Schools place a high priority on classroom instruction time. Every effort is made to eliminate unnecessary and unscheduled disruptions. The following are some ways parents can help:

- Schedule appointments so students are not checked out of school or returned to school during a class;
- Do not check students out of school during the last fifteen (15) minutes of the day except in emergency situations or for medical appointments;
- Arrange transportation with your child before sending him/her to school. Calling the school office to have a message sent to your child is very disruptive. However, if a call is necessary, please do so before 2:45. Parents should notify their child's teacher in writing if the child is being transported home in a way other than the usual way. If a daycare is involved, the parent should do the communicating with the daycare as well as the school. Parents must notify the school to change the transportation plan for elementary students; otherwise elementary students will go home according to the original plan.
- Refrain from sending flowers to school. If flowers are sent, the student will be notified but the flowers will be kept in the office until the end of the day, when the student may come by the office to pick them up. Flowers in glass vases will not be sent on the bus;
- Do not send Balloons; they will not be accepted for delivery to students.
- Elementary/Middle School students should refrain from bringing toys/games from home unless they are for a specified classroom activity.

**NON-DISCRIMINATION AND SECTION 504**

No student shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, gender or veteran status.

It is the policy of the Cabot School District to provide a free appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Parents who have a temporary or permanent disability may request the district to provide appropriate accommodations necessary for them to participate in essential instructional activities of their students. Students who are at least eighteen (18) years of age may submit their own requests.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Cabot School District. The Director of Special Programs serves as the Coordinator of Section 504 and other equity issues for the Cabot School District and may be contacted at the district office, 602 North Lincoln Street, Cabot, Arkansas, 72023, or by phone at 501-843-3363, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Each school has a 504 Team Chairperson who may be contacted at his/her respective buildings.

**ANNUAL REQUIRED NOTIFICATION**

This is to inform the parents, teachers, guardians and school employees that the Asbestos Hazard Emergency Response Act (AHERA) Inspection and Management Plan for the Cabot Public Schools is located in the Administrative office of each campus and can be reviewed during normal business hours.

**TELEPHONE USE AND MESSAGES**

Students may use the telephone in the school office with the principal’s permission only in case of emergency or for school business. Individuals will not be called from class to the telephone except in an emergency or for school business. The school secretary will take a message, to be delivered at a break, from a parent or guardian for any student.

Parents should not routinely phone the school with messages and directions about how their child should get home that day. Please arrange transportation with your children before sending them to school. When it is necessary to change transportation arrangements for your child, the parents/guardians should notify the teacher in writing about the change. If a phone call is necessary, please contact the school before 2:45.

**PICTURE PUBLICATION**

From time to time the school may wish to publish individual or group accomplishments on school or district web pages, social media, yearbooks, or other media outlets. In these circumstances, published images of a student or reference to his/her work may include the use of the student’s name. The student’s address and/or phone number will not be published on the internet or the school or district web pages at any time. **Parents desiring that their child’s picture and/or name not be used on a website or web-based publications should notify their child’s principal using the form available in the school office.**

**SECTION 2 - STUDENT POLICIES AND PROCEDURES**

**RESIDENCE REQUIREMENTS (4.1)**

**Definitions:**

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



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

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

**“In Loco Parentis”** means in place of the parents.

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

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

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

#### **ENTRANCE REQUIREMENTS (4.2)**

To enroll in Cabot Public Schools, the child must be a resident of the Cabot School District as defined in district policy (RESIDENCE REQUIREMENTS), meet the criteria for HOMELESS STUDENTS (4:49) or STUDENTS WHO ARE FOSTER CHILDREN (4:50), be accepted as a transfer student under the provision of the transfer policy, or

participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for a least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirements for school attendance, may be enrolled in kindergarten upon written request to the Cabot School District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parents 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 one of Cabot's elementary schools 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 Cabot School District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the district to determine their appropriate grade placement.

Any student 18 years or older enrolling in the Cabot School District may be required to attend one of the district's Academic Center of Excellence programs.

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. Anyone questioning a person's legal status will be referred to legal authorities.

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

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

2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. 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. A military ID;
  - f. An affidavit of the date and place of birth by the child's parent or guardian; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

### **COMPULSORY ATTENDANCE REQUIREMENTS (4.3)**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within a district shall enroll and send the child to a district school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of the policy (4:5 HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before the minimum age date (see Entrance Requirements) of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the Director for Student Services at the district administrative office.
4. Any child who has received a high school diploma or its equivalent as determined by the State Board of Education.
5. Any child age sixteen (16) or above whom is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

6. Any child age sixteen (16) or seventeen (17) who has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

**ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9 – 12 (4.44)**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

**Study Halls**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

**Extracurricular Classes**

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

**Course Enrollment Outside of District**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

### **ENROLLMENT FROM HOME SCHOOL OR NON-ACCREDITED SCHOOL**

A student enrolling from home school or from a non-accredited school will be assessed by the school to determine the appropriate grade and/or class placement for the student.

### **HOMELESS STUDENTS (4.40)**

The Cabot School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. For more information about available services parents/guardians should contact the Director of Federal Programs or the Director of Student Services at 501-843-3363.

### **STUDENT TRANSFERS (4.4)**

The Cabot School District shall review and accept or reject requests for transfers, both into and out of the district on a case by case basis at the July and December regularly scheduled board meetings. 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.

Any student transferring from a school accredited by the Department of Education into the Cabot School District will be placed in the same grade the student would have been in had the student remained in the former school. District staff shall evaluate any student transferring from a school not accredited by the Department of Education or from home school to determine the student's appropriate grade placement.

Cabot School District students are assigned to a designated school by attendance zones. Students must attend the school in the zone where they reside, with the following exceptions: (a) Early Enrollment – with documentation establishing that a student will be changing residency, from one attendance zone to another within forty-five (45) days of the request, the district will allow early enrollment in the receiving attendance zone; and (b) Residency Zone Changes – parents/guardians may request that their child continue to attend the school in which they are currently enrolled until the end of the current school year when a change of residence causes a change in the student's attendance zone.

The Cabot School Board of Directors reserves the right, after a hearing before the board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

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

**SCHOOL CHOICE (4:5)**  
**Standard School Choice**

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

The District shall advertise over broadcast media and either in print media or on the internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program.

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. Letters of rejection shall state the reason(s) for the rejection.

A present or future sibling of a student who continues enrollment in the nonresident district may enroll in or continue enrollment in the nonresident district until the sibling of the transfer student completes his or her secondary education, if the district has the capacity to accept the sibling without adding teachers, staff, or classrooms or exceeding the regulations and standards established by law.

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to

his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

**STUDENTS WHO ARE FOSTER CHILDREN (4.52)**

The district will afford the same services and educational opportunities to foster children that are afforded other children and youth. The district shall work with the Department of Human Services (“DHS”), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The district, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the district’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the district’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a district school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the district shall issue the child a diploma.

**PLACEMENT OF MULTIPLE BIRTH SIBLINGS (4.53)**

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are 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, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Legal Reference: A.C.A. § 6-18-106

#### **HOME SCHOOLING (4.6)**

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

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences ) and at the beginning of each school year thereafter.

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

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



5. The qualifications of the parent-teacher.

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

**ABSENCES (4.7)**

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

Students shall not be absent, as defined in this policy more than seven (7) days in a semester. When a student has four (4) absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Prompt notification shall be by telephone or by regular mail. Any student arriving after 9:45 until 11:45 would be marked as a half day morning absence. Any student leaving after 11:45 and before 2:45 would be marked as a half day afternoon absence.

The District shall notify the prosecuting authority along with the parent, guardian, or person in loco parentis when a student accumulates eight (8) unexcused absences in the course of a semester. Additionally, the student shall not receive credit for the course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. 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 due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a **written agreement** which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District may accept a doctor's note for a student's excessive absence. Exception may also be made to satisfy Individual Education Plans or 504 Plans.

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

### **Excused Absences**

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. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;
5. In order to complete Arkansas National Guard Basic Training between grades eleven (11) and twelve (12).
6. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency;
7. Due to a student having been sent home from school due to illness;
8. Doctor's visit with doctor's note.

### **Unexcused Absences**

Any absence from school other than those listed in items 1 – 8 in the Excused Absence section shall be an unexcused absence.

Missing school for any reason listed above may impact a student's semester test exemption status. Refer to the section on semester test exemptions for additional information.

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 code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a

driver's license, a student enrolled in school shall present proof of a “C” average for the previous semester or similar equivalent grading period for which grades are reported as part of the student’s permanent record.

**MAKE UP WORK (4.8)**

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return; elementary and middle school teachers will take more responsibility and have more flexibility in helping student make up work.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. In grades 7-12 make-up work which is not turned in within the make-up schedule for that assignment may receive a zero or a reduced score.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student’s Individual Education Program or 504 Plan.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy (Absences 4:7)

**STUDENT DISCIPLINE (4.17)**

The Cabot 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 and 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 in a school vehicle.

The district’s administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A

student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the district shall be in accordance with the student's appropriate due process rights.

The school district's administration and a handbook review committee will review the student policies annually. Parents, teachers or students who would like to recommend student policy revisions should submit their request in writing to the Assistant Superintendent by April 1 of each school year to be considered for the following school year. The School Board shall approve any changes to student discipline policies.

The district's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student and his/her parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person 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.

**VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING (4.48)**

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 restrooms 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 2 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.

### **CONSEQUENCES**

The Cabot School District uses a variety of consequences to address inappropriate student behavior. The range of consequences is as follows:

**Minimum – Conference with the Student**  
**Maximum – Expulsion from School**

### **CORPORAL PUNISHMENT (4.39)**

The Cabot School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

If parents/guardians elect for their child not to receive corporal punishment, the child will receive alternative disciplinary action such as suspension when a serious consequence is needed. To request corporal punishment not be used as a disciplinary option, the parent/guardian should complete a form that is available in the school office.

### **SUSPENSION FROM SCHOOL (4.32)**

Students cannot benefit from the educational opportunities the school environment affords when they are not in school. 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; 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.

The school principal or designee shall proceed as follows in deciding whether to suspend a student:

1. The student shall be given written notice or advised orally of the charges against him/her;
2. 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;
3. 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 re-admittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) 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 possible.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal

guardian 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 (contact may be by voice, voice mail or text message);
- An email address;
- A first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of suspension, students shall not be permitted on any school campus except to attend a student/parent/administrator conference arranged in advance with the principal.

Students assigned to in-school suspension may participate in school sponsored activities as approved by the principal.

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

Suspension initiated by the Superintendent may be appealed to the Board. Suspension appeals to the school board must be submitted in writing to the Superintendent. Information included in the appeal must list the reason(s) for the appeal, along with the actions taken by the appellant to remedy the situation prior to the appeal. Each of the organizational levels within the district must be addressed in the appeal.

### **EXPULSION (4.33)**

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.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (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 within 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, or student age 18 or older, requests that the hearing be conducted in executive session. After all the facts have been presented, the school board members may enter into executive session to discuss the case. 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 the weapons policy, the Superintendent shall recommend the expulsion of any student for a period of not less than 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 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 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.

### **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

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

The individualized education program (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for a student and include those procedures in the IEP.

The building principal shall deal with any grievance relating to students with disabilities. All actions and procedures shall be in accordance with the Individuals With Disabilities Education Act (IDEA), as revised in 1997 and Act 102 of 1973.



**TARDINESS AND EARLY CHECKOUT (4.9)**

Promptness is an important character trait that district staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. The secondary schools will be consistent on discipline and tardiness as well as making sure that the information is sent to parents and students at the beginning of the school year.

Elementary and Middle School students should be escorted to the office by the parent/guardian for sign-in. When faced with issues of repeated tardiness or early check-outs, school administrators keep cumulative totals each semester of the amount of school missed and will issue an absence of ½ day each time the total reaches 105 minutes.

**CLOSED CAMPUS (4.10)**

All schools in the district shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of their regular school day unless given permission to leave the campus by a school official. Students shall follow procedures established by the building principal for signing out to leave campus.

**EQUAL EDUCATION OPPORTUNITY (4.11)**

No student in the Cabot School District shall, on the grounds of race, color, religion, national origin, gender, age, or disability, or veteran status be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the district. Issues, actions or procedures that may be considered discriminatory should be appealed to the Director of Student Services at the District Administration Building located at 602 North Lincoln Street, Cabot, or by telephone at 501-843-3363.

**STUDENT ORGANIZATIONS / EQUAL ACCESS (4.12)**

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

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

All meetings held on school premises must be scheduled and approved by the principal. Employees serving as club sponsors must be employed and housed in the same building as the club. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary. Fraternities, sororities, and secret societies are forbidden in the district's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sports program.

**DISTRICT PUBLICATIONS AND DISTRIBUTION OF LITERATURE**

From time to time the school may wish to publish individual student work or class projects on the school or district web pages, social media, or other media outlets. The student's , address and/or phone number will not be published on the Internet or the school or district web pages at any time without written consent from the parents or student if the student is eighteen years of age or older. **Parents desiring that their child's picture and/or name not be used on a website or other publications should notify their child's principal in writing with an email or by completing the applicable form available in the office.**

**STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE (4.14)**

**Student Publications**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications (paper or electronic) may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - a. Those that are obscene as to minors;

- b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
- c. Those that constitute an unwarranted invasion of privacy as defined by state law;
- d. Publications that suggest or urge the commission of unlawful acts on the school premises;
- e. Publications which suggest or urge the violation of lawful school regulations; or
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

#### Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

- a. Not contain any non-educational advertisements;
- b. Adhere to the restrictions regarding use of Directory Information as prescribed in policy, including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of eighteen (18); and
- c. State that the views expressed are not necessarily those of the School Board or the employees of the district.

#### Student Distribution of Non-school Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter “nonschool materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the Superintendent or Assistant Superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature-non-school materials.

The regulations shall:

- 1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
- 2. Be uniformly applied to all forms of non-school materials;
- 3. Allow no interference with classes or school activities;

4. Specify times, places, and manner where distribution may and may not occur;
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations; and
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three (3) days.

### **FREEDOM OF SPEECH AND ASSEMBLY**

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

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

### **STUDENT DRESS AND GROOMING (4:25)**

The Cabot School 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 or 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, midriff, back, buttocks, or the breasts. This prohibition does not apply, however, to costume or uniform worn by a student while participating in a school-sponsored activity or event, which will be regulated by the coach or sponsor of the activity.

The following guidelines outline appropriate dress in Cabot's schools:

- All students shall wear shoes;
- Young men shall wear sleeved shirts.
- Young women may wear sleeved blouses and shirts or sleeveless blouses and shirts with broad shoulder straps that cover the shoulders; undergarments may not be visible
- Pants, shorts, dresses and skirts will be no more than four (4) inches above the knee. Long dresses cannot have a slit that exceeds 4 inches above the knee standard;
- For all clothing with waistbands, the top of the waistband must be no lower than the top of the hipbone;
- Dress codes for the graduation ceremonies will be determined by the high school principal.

Clothing and accessories not allowed include, but are not limited to, the following:

- Tank tops and tops with spaghetti straps;

- Pants with holes more than four inches above the knee with exposed skin or undergarments;
- Caps, hats, toboggans, etc;
- Clothing that displays obscenities, promotes violence, including pictures of guns or other weapons, has sexual implication/content or has reference to alcoholic beverages, tobacco or illegal substances;
- Bandanas;
- Chains (e.g. wallet chains);
- See-through blouses;
- 
- Pajamas and house shoes;
- Other styles, hair, contacts or clothing that may disrupt school.

The principal and sponsors shall have the authority and responsibility to regulate hair and dress codes for groups and organizations that represent Cabot Public School in extracurricular activities. Students engaged in extracurricular activities shall be subject to the regular dress code except while participating in physical education classes, pep rallies, dance team or cheerleader practice sessions, sports events or other special activities as designated by the principal.

Administrators have the authority to regulate the clothing regulations because of inclement weather.

**STUDENT IDENTIFICATION (4.57)**

All students, grades 7-12, will be issued picture identification cards. These identification cards must be in a student’s possession any time the student is on the school campus during regular school hours. If the identification card is lost, damaged or defaced (e.g. coloring, erasing, cutting, marking, covering with stickers, poking holes, etc.), the student will be responsible for the cost of the replacement card.

All persons on school grounds, in school buildings, or at school sponsored events must identify themselves to school employees upon request. A student who refuses to identify themselves will be suspended from school.

**VEHICLES (4.33)**

**High School & Freshman Academy students, (grades 9-12),** 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.

Junior high school students with a valid driver’s license are not allowed to drive motorized vehicles.

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. Freshman must park in their assigned parking location.

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.

The vehicle of a student, who leaves campus and returns to campus during the school day, in violation of the high school & freshman academy policy, may be searched upon returning to the campus. Refusal to a search may result in disciplinary action up to and including and expulsion conference with the superintendent or designee.

### **PARKING AREAS AND AUTOMOBILES (HIGH SCHOOL & FRESHMAN ACADEMY)**

Students have the privilege of driving cars to school as long as the following requirements are met:

- Arrive at school on time;
- Cars are not to be removed from the parking area at any time during the school hours without the permission of the principal;
- Have a valid driver's license;
- Observe safe driving rules;
- Parental consent;
- Park in area assigned;
- Register car and secure a parking permit;
- Students are to leave the parking areas upon arrival and return to the parking areas only at departure time. No loitering will be permitted in the parking areas;
- Do not park in handicapped area unless qualified;
- School may tow vehicles at owner's expense;
- Jr. High students cannot park vehicles on school property;

The violation of school driving and parking regulations will result in disciplinary action.

**Consequences: Minimum-Warning; Maximum- Loss of driving/parking privileges and/or legal referral**

### **ASSEMBLIES**

Assemblies of varying types are scheduled in Cabot Schools. Attendance at pay assemblies is voluntary, but all students are expected to attend all general assemblies. A fee may be assessed to the student for assemblies for which the school must pay.

Pep assemblies are occasionally held before athletic contests. These rallies are the responsibility of the cheerleaders and the student council. The athletic team and coaches will be present at pep assemblies.

Students are to sit in their assigned areas for all assemblies and to observe all school regulations.

**DISRUPTION OF SCHOOL (4:20)**

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 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 or school resource officer.

**PROHIBITED CONDUCT (4:18)**

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. Use of cell phones or similar electronic communication devices, camera, MP 3 players, iPods, headphones and other portable music devices on school campus during normal school hours except as allowed by policy;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, anything represented to be a drug, or drug paraphernalia;
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 (leaving school without permission);
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Bringing skateboards to school; and
24. Fighting and/or acts of violence.
25. Wearing or displaying emblems, insignia, badges or other symbols if the message is intended to mock, ridicule, or otherwise demean or provoke others because of race, religion, national origin, or other individual view.

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.

**Violation Consequences:    Minimum – Student Conference  
Maximum - Expulsion**

**OFF-CAMPUS EVENTS**

Elementary and middle school students should not be dropped off to attend school related activities, such as ballgames, without adult supervision.

Students at school sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Any student who misbehaves at a school related activity, including failure to identify himself/herself or failure to follow reasonable instruction of school personnel, is subject to losing the privilege of attending all school-related activities for the remainder of the year, as well as being subject to all applicable discipline policies.

**Violation Consequences:    Minimum - Student Conference;  
Maximum – Expulsion**



**POSSESSION AND USE OF CELL PHONES, AND OTHER ELECTRONIC DEVICES (4.47)**

**The school will not be responsible for loss, damage, or theft of any electronic device brought to school.**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The School Board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced. At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

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

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

**Elementary Schools & Middle Schools:** Students may bring cell phones and other electronic devices, but must leave them turned off and put out of sight from the time the student arrives on campus until the student leaves campus.

**Junior High, Freshman Academy & High School:** Students may bring cell phones and other electronic devices to school. Use of these devices is permissible during non-instructional times; before school, after school, during class changes and at lunch. Use of cell phones during instructional time is forbidden except as allowed in this policy for instructional purposes. Otherwise, cell phones and other devices must be kept on silent and stored out of sight.

**All Schools-**The use of cell phones or other electronic devices to photograph or video other students or employees is forbidden and could result in consequences up to and including expulsion from school. The exception to this would be when photographs or videos are being made by students for instructional purposes by permission of and under the supervision of the student's teacher.

Students violating this policy will be subject to having their device confiscated in addition to other consequences up to and including suspension or expulsion. Students who use school issued cell phones and/or computers for non-school purposes, except as

permitted by this policy shall be subject to discipline, up to and including suspension or expulsion.

**Violation Consequences: Minimum - Student Conference;  
Maximum – Expulsion**

**FIGHTING, ASSAULT OR OTHER ACTS OF VIOLENCE**

Definitions

**Fight** – physical combat between two or more students

**Assault** – a threat or attempt to inflict physical contact or bodily harm on another person

**Bullying** – behavior by a student or a group of students that is intended to harass, intimidate, ridicule, humiliate or instill fear in another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger as defined in the bullying policy

**Act of Violence** – action whereby physical force is exerted so as to injure or abuse another person

**Vulgar** – offensive or profanely indecent

**Taunt** – challenge in a mocking or insulting manner

**Harass** – uninvited and unwelcomed persistent annoying behavior to create a violent or hostile situation

**Intimidate** – to frighten into submission; inducing fear or a sense of inferiority into another person

**Threat** – expressing an intention to inflict evil, injury or damage on another

**Ridicule** –to deride or belittle another person through the use of scornful or contemptuous words or actions

**Humiliate** – to reduce to a lower position in one’s own eyes or the eyes of others

**Instill Fear** – making someone afraid or apprehensive

**Initiate** – to cause or begin

The Cabot School District is strongly opposed to bullying, fighting, and other acts of violence, in person or in a digital format that may cause students and/or their parents to feel unsure about the physical and emotional welfare of students at school. Disciplinary records are not permanent and students will begin each year with a clean disciplinary slate. **The exception to this “clean slate” position is when the unacceptable behaviors fall into the area of fighting, assault, bullying, acts of violence, or threats of violence.**

A student who intentionally harasses, threatens, taunts, or exhibits other behaviors towards another student will be held responsible for initiating any conflict that results from such behavior.

A student who initiates more than one violent act will be subject to increasingly stronger disciplinary action for each offense. Two or more acts of violence initiated by a student in his/her secondary school years in the Cabot School District may result in a placement

in alternative school and a maximum punishment of a one year expulsion from the district plus any legal charges that may result.

Students who willingly participate in a fight will receive the same punishment if both parties were equally responsible for initiating the violent act. When a student participates in an act of violence in reaction to being taunted, harassed, threatened, humiliated or ridiculed, the punishment assigned may be significantly less than the punishment assigned the student who initiated the conflict.

**BULLYING (4.43)**

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

**Definitions:**

**Bullying** means a pattern of 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 causes or creates a clear and present danger of:

- 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 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.

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act 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.

Examples of “Bullying” might include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic comments or “compliments” about another student’s personal appearance;
- Pointed comments or questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings;
- Threats of harm to student(s), possessions, or others;
- Sexual harassment is also a form of bullying (see Sexual Harassment Policy); and or
- Teasing or name-calling based on 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.

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 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 principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. The student's previous disciplinary offenses will be considered in determining the appropriate disciplinary action; consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the district's prohibition against bullying, and the consequences for students who bully shall be posted in areas throughout the district. Parents, students, school volunteers, and employees shall be given copies of the notice upon request.

Copies of this policy shall be available upon request.

**Violation Consequences: Minimum - Student Conference;  
Maximum – Expulsion**

**ASSAULT, BATTERY, VERBAL ABUSE AND THREATS OF VIOLENCE (4:21)**

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

Students who make death threats, of any kind, will be immediately suspended. After a thorough inquiry/investigation, in which administration and/or law enforcement personnel determines the student's potential for violence, school officials will decide what additional action is warranted, up to and including an expulsion recommendation and legal charges.

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 understanding, 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 student disciplinary measures.

It is required by law that the principal or the person-in-charge report to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

**Violation Consequences: Minimum - Student Conference;**

## **Maximum – Expulsion**

### **WEAPONS AND DANGEROUS INSTRUMENTS (4.22)**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon 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.

The superintendent shall designate an off-campus location to store equipment related to school sponsored activities that involve the use of firearms and shall establish guidelines for transporting weapons to and from school sponsored events such as trap shooting practices and competitions.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, brass knuckles, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. A student guilty of having a weapon at school will be suspended until a conference can be set up with the superintendent or designee to determine if an expulsion recommendation is necessary or if other consequences are more appropriate.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school and immediately takes the weapon to the principal's office, or a student realizes that he/she has brought a weapon to school that is in a 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. 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.

Except as permitted in this policy, students found to be in possession of a firearm on the school campus shall be recommended for expulsion for a period of no less than one 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 weapon 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 weapons 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 weapon 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 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.

**Violation Consequences: Minimum - Student Conference;  
Maximum – Expulsion**

**TOBACCO AND TOBACCO PRODUCTS (4.23)**

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

1. **First violation** – Three (3) days in-school suspension and completion of a tobacco cessation intervention program.
2. **Second Violation** – Three (3) days out-of-school suspension.
3. **Third Violation** – Suspension from school, consideration for alternative school placement and legal referral.

**DRUGS AND ALCOHOL POLICY (4.24)**

The purpose of this policy is to maintain a safe and healthful environment for students.

Use or distribution/attempted distribution of medications (except as allowed under the medication policy), controlled substances, toxic substances, or alcohol at school or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of this policy for any student to use alcohol, toxic substances, controlled substances or paraphernalia at school or in any school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student who violates this policy.

**Definitions**

“**Alcohol**” includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.

“**Controlled substances**” include but is not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any controlled substance as defined in Schedules I through VI of the Arkansas Controlled Substance Act (5-64-201) including analogues and look-alike drugs.

“**Toxic substances**” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

“Use” includes (Level 1 offense) using, possessing, being under the influence of, (Level II offense) selling, manufacturing, distributing or dispensing, alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration and buying or possessing a controlled substance in quantities that qualify as “intent to deliver” amounts under Arkansas State Law.

“**Attempted Distribution**” (ALE recommendation. Level to be determined by ALE Committee based on event) includes attempting to sell, attempting to buy, or attempting to give to any other person alcohol, toxic substances and/or controlled substances.

“**Possess**” means to have on one’s person, in one’s effects, or in an area subject to one’s control (e.g. automobile, purses, bookbags, etc.)

“**School location**” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

“**Drug Paraphernalia**” means all equipment, products, and materials of any kind which are used, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the Controlled Substances Act of Arkansas.

### **Consequences for Violations of this Policy**

A violation of the medication policy involving giving or selling medication or a violation of this policy involving the use of alcohol, controlled substances, including narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, any controlled substance, or any substance represented as a drug or alcohol as defined in schedules I - VI of the Arkansas Controlled Substance Act shall result in the following disciplinary action and referral to legal authorities:

#### **Level I Offenses**

The student will be placed on immediate out-of-school suspension for up to ten (10) days. After a thorough investigation by the building administrator, a disciplinary hearing will be scheduled with the ALE placement committee or a district administrator. The building administrator, parent(s)/guardian(s) and the student should be present at the hearing. The purpose of this hearing is to review the offense with the parents/guardians and determine the length of placement in the alternative learning environment. After a student completes all point requirements, they will return to their home campus. Each additional offense will result in an expulsion conference with the superintendent/designee to determine a consequence.

The alternative to placement in ALE shall be a recommendation for expulsion from school.



**Any Level II Offense or Second Level I Offense**

The student will be placed on immediate out-of-school suspension for up to ten (10) days. After a thorough investigation by the building administrator, a disciplinary hearing will be scheduled with the ALE placement committee or a district administrator. The building administrator, parent(s)/guardian(s) and the student should be present at the hearing. The purpose of this hearing is to review the offense with the parents/guardians and determine the length of placement in ALE. Each additional offense will result in an expulsion conference with the superintendent/designee to determine a consequence. The alternative to placement in ALE shall be a recommendation for expulsion from school.

Any drug or alcohol offense while enrolled at ALE will result in an expulsion conference with the superintendent/designee to determine consequences.

A violation of this policy and the Medication Policy for students in grades K-6 will be determined on a case by case basis in a conference with the parents/guardians, principal and superintendent or designee.

Seniors enrolled in ALE must successfully complete all point requirements to be allowed to walk at graduation.

**ALTERNATIVE SCHOOL**

The Alternative Learning Environment, ALE, provides non-traditional services for students who have demonstrated at-risk behaviors. ALE is a short-term educational opportunity for students who have been withdrawn from their home campus as a result of a serious violation of the school policy, incorrigibility or other reasons deemed appropriate by the ALE placement committee or the District’s Superintendent (designee). ALE students are required to work in core classes, as well as complete a behavior management course and perform community service. The mission of ALE is to provide individualized programs outside of a standard classroom setting in which students learn the skills necessary to redirect their behavior. The alternative to placement in ALE shall be a recommendation for expulsion from school.

**MANDATORY STUDENT DRUG TESTING POLICY (4.24.1)**

Cabot Public Schools recognizes that drug abuse is a significant health problem for students, detrimentally effecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Our stakeholders are determined to help students by providing another incentive for them to say “No”. It is critical that educators and parents continually seek ways to implement effective programs that provide the appropriate actions to address and foster a drug free environment in our schools. Drug abuse includes but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

Guidelines for the Mandatory Student Drug Testing Policy can be found on the District website under the “Parents” link.

**CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**  
**(4.19)**

Students being transported on a school vehicle are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

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. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Behavior guidelines include, but are not limited to, the following:

1. Obey and be respectful of the bus driver at all times. This is our first and most important rule. The driver has the authority to temporarily suspend a student from riding the bus.
2. Be at the bus stop at the scheduled time. Understand that scheduled times are tentative and could vary by ten minutes. Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or walk to or from school.
3. While loading or unloading, enter or leave the bus quickly and in an orderly fashion.
4. Students are not allowed to eat, drink, or chew gum on the school bus.
5. No knives or sharp objects of any kind, firearms, or live animals are allowed on the bus.
6. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not move while it is stopped except as the driver directs. Students are not to put their hands or bodies out of the window. Do not yell at anyone outside of the bus.
7. Glass containers and balloons are not allowed.
8. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food or other objects on the floor of the bus. Keep the aisle of the bus clear from books, lunches, coats, etc. Do not put feet in the aisle.
9. Do not ask the driver to let you off at any place except your regular stop.
10. If you must cross the road or highway to enter the bus, try to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. (Unless the driver directs you differently.)

11. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver has signaled you to do so.
12. Bus seats are designed for three (3) people. In view of federal regulations that require all students to be seated, the bus driver will see that three (3) students are in each seat, if necessary.
13. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping your hands to yourself, attend to your own matters, let other pupils alone and be reasonably quiet).
14. This is not intended to cover all the “do’s and don’ts,” but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his/her own bus needs.
15. The behavior of students on school buses will determine who will be provided with transportation. When a student is brought to the principal by the bus driver, the principal will conduct an investigation; and, if it is determined that the problem merits disciplinary measures, the following regulations will apply, with the exception of a severe infraction, which will be treated as the third or fourth offense.
  - A. **First offense** - Discipline student and notify parents or guardian.
  - B. **Second offense** - Parents or guardian must accompany child for conference with appropriate school principal before the student may continue riding the bus.
  - C. **Third offense** - Suspension from the bus with length of time to be determined by the principal. Parent or guardian conference required before returning to bus.
  - D. **Fourth offense** - Removal from bus for the remainder of the school year.
16. The transportation director must approve requests for students to ride a bus other than their assigned bus.

**Violation Consequences:    Minimum - Student Conference;  
    Maximum – Expulsion**

**GANGS AND GANG ACTIVITY (4.26)**

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 membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

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

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

**Violation Consequences:    Minimum - Student Conference;  
   Maximum – Expulsion**

**STUDENT SEXUAL HARASSMENT (4.27)**

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

The terms “intimidating”, “hostile” and “offensive” include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identified as homosexual; and spreading rumors related to a person’s alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believe their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

**Violation Consequences:    Minimum - Student Conference;  
   Maximum – Expulsion**

**LASER POINTERS (4.28)**

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.

**Violation Consequences: Minimum – Student Conference;  
Maximum – Expulsion**

**TECHNOLOGY DEVICE USE POLICY (4.29)**

The Cabot School District makes electronic devices and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district technology devices is for educational and/or instructional purposes only. It is the policy of this school district to utilize Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy “harmful to minors” is defined as 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, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. No student will be granted Internet access until and unless a computer-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 technology device use agreement is incorporated by reference into Board policy and is considered part of the student handbook.

Student use of technology devices 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 device use, including e-mail, and that monitoring of student technology device use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned devices or Internet access in any way, including using devices to violate any other policy or contrary to the technology device use agreement, or using the devices to access or create sexually explicit or pornographic text or graphics, will face progressive disciplinary action, as specified in the student handbook and/or electronic device use agreement.

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

**Violation Consequences: Minimum – Student Conference;  
Maximum – Expulsion**

**DAMAGING, DESTROYING OR STEALING SCHOOL PROPERTY (4.58)**

Any student, who vandalizes, destroys or steals school property shall be held liable for the cost of restitution, repair or replacement of that property. The student shall also be subject to school discipline and possible legal action.

**Violation Consequences: Minimum - Student Conference;  
Maximum – Expulsion**

**SEARCH, SEIZURE AND INTERROGATIONS (4.32)**

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 gender of the student and the nature of the infraction. A school official of the same gender shall conduct personal searches with an adult witness of the same gender present.

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.

Should a student refuse to cooperate with a search, there will be a presumption of possession of the contraband in question resulting in disciplinary action.

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

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 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, 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, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she 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. Search refusal may result in consequences issued ranging from student conference to expulsion.

## **SECTION 3 - SAFETY, HEALTH AND WELLNESS POLICIES AND PROCEDURES**

### **SCHOOL RESOURCE OFFICERS**

Cabot High School, Cabot Freshman Academy, Cabot Junior High North and Cabot Junior High South are pleased to be participating in the school district's School Resource Officer (SRO) Program. The uniformed police officers will be available to students, faculty, and parents as a law enforcement resource. The officers can be utilized to discuss and present topics including: drug and alcohol abuse, traffic safety, suicide prevention, crime prevention, family violence, and other issues.

The City of Cabot and the Cabot School District make this program possible through a joint effort.

### **VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and



equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras 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 restrooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus building and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall 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 video recordings may be erased any time greater than 2 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 shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **WEATHER RELATED CLOSING PROCEDURES**

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

Local television stations

District's Internet Website: [www.cabotschools.org](http://www.cabotschools.org)

Cabot Public Schools mobile device app

School Announcements Phone Messaging System

Other media outlets

Should conditions develop during a school day which warrants early dismissal from school, these same stations will be notified. This decision will generally be made as late as is practical and will, if at all possible, come after lunchtime.

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

### **SCHOOL LUNCH SUBSTITUTIONS (4.50)**

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the District Food Service Director. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

### **FOOD SERVICE (4.51)**

The Federal reporting requirements do not allow the Child Nutrition Program to extend credit to children or their parents. Parents should pay for meals as they are provided. Parents or students may pay weekly or monthly in advance for meals. The district will provide an alternate meal daily to K-6 students who have a negative balance of \$10. Students in grades 7-12 who have a negative balance of \$10 will be responsible for their own meals. Parents must be accountable for taking care of their children's nutrition even while at school.

A la carte items may not be charged if the student has a negative balance in their meal account.

Parents may use the online program, "EZSchoolPay.com" to pay for meals with a debit or credit card. This program, along with lunch menus and meal prices, can be found on the district website under the "Parents" tab.

Parents may bring food from home or local eateries for their child only. Parents should not provide food for any child but their own.

### **SNACKS AND TREATS AT SCHOOL (6:9)**

School Events/Parties - Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. Foods for such events must be sealed and packaged when brought to school and disseminated using safety precautions, such as plastic gloves. Homemade foods and snacks cannot be provided to students. Any prepared foods must have been prepared in an Arkansas Health Department inspected and approved kitchen and properly stored until being served.

Snacks During the Declared School Day – Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snack for

kindergarten students who eat early lunch. Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns.

Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

No food or beverage shall be used as rewards for academic, classroom or sport performances and/or activities with the exception of those occasions outlined previously in this policy.

### **COMMUNICABLE DISEASES AND PARASITES (4.43)**

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

When a student has suspected head lice:

1. The school nurse or trained staff member will assess the student and determine action to be taken.
2. If live adult lice are found, the student's parent/guardian will be notified to pick the child up from school.
3. If nits (eggs) are found ONLY, the student may remain in class and the parent/guardian will be notified by phone and/or written notification.
4. Treatment and prevention instructions will be sent home with identified students.
5. Student must be properly treated with an approved pediculicide such as Rid® or Nix®, or the generic equivalent.
6. Proof of treatment must be provided to the school nurse upon returning to school. If live lice were identified, the student must provide proof of treatment and be evaluated by the school nurse or trained staff before returning to class.
7. A follow up assessment of the student will be completed by the school nurse or trained staff member within 7 – 10 days of the initial discovery.
8. Screening of students, who have close contact with the identified student, will be evaluated at the discretion of the school nurse.
9. Only students who have active head lice will be sent notification from the school nurse.
10. The American Academy of Pediatric Physicians does not recommend conducting routine screenings of the entire school population, nor any school wide notification when a student has head lice. Therefore, the school district does not recommend school wide screenings/notifications.
11. The parent should check their child's head and remove lice and/or nits DAILY for at least two (2) weeks.

12. Parents should apply a second pediculicide treatment, seven (7) to ten (10) days after the first treatment.
13. Fourteen (14) days after the initial discovery of head lice or nits, the school nurse or trained staff member will evaluate the student for signs of lice or nits. The student will once again be sent home if lice and/or nits are found. Parent will need to accompany student upon returning to school and the school nurse or trained staff member will determine if student is cleared to return to class.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

### **IMMUNIZATION REQUIREMENTS**

Immunizations must be up-to-date as required by the Arkansas Department of Health. A copy of the required immunizations may be acquired from the school health nurse. If a student does not have the required immunizations, according to the law, he/she will be excluded from school until immunizations are up-to-date.

If a student is unable to receive immunizations for a medical or non-medical reason, the parent must take the following steps before the child is eligible to attend school:

- Contact the Arkansas Department of Health, Division of Communicable Disease at 501-661-2169.
- Submit a request and documentation for exemption to ADH.

ADH will give the parent a letter granting or denying exemption which must be returned to the school nurse. *Exemptions must be renewed yearly by the parent.*

### **PHYSICAL EXAMINATIONS OR SCREENINGS (4.41)**

The District conducts the following state mandated health screenings:

- Hearing and Vision --- Pre K, K, 1, 2, 4, 6, 8
- Height and Weight --- K, 2, 4, 6, 8, 10
- Scoliosis --- 6<sup>th</sup> and 8<sup>th</sup> grade girls and 8<sup>th</sup> grade boys

The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student ability to achieve to his/her full potential. The parent rights, provided under this policy, transfer to the student when the student turns 18 years of age. **Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F (located in the school nurse's office) or by providing a written statement to the school nurse.**

### **PERSONAL ILLNESS**

In order to provide our student with a healthy environment in which to learn, these guidelines should be followed:

1. If a child complains before school, take his/her temperature and keep the child home if the temperature exceeds 99.9 degrees.
2. If a child complains with stomach disorders such as nausea, vomiting or diarrhea, he/she should not be sent to school. Stomach viruses are contagious.

3. If a child has a rash of unknown origin or has a suspected condition (such as chicken pox), which may be contagious, do not send him/her to school until a physician has diagnosed the condition.
4. If a student is sent home from school with fever, vomiting, diarrhea, rash, or any other symptom that is suspected to be contagious, he/she should not return to school the next day. A child should be free from any signs or symptoms that are believed to be contagious for twenty-four (24) hours before returning to school.

Many times children become ill at school, and it is necessary for the school to notify parents. The following criteria will be used as a guide before notifying parents:

1. Fever of 100 degrees or higher;
2. Vomiting and/or diarrhea;
3. Symptoms of contagious conjunctivitis (the student may return to school after being on medication for twenty-four (24) hours);
4. Symptoms of contagious diseases;
5. Serious injuries (deemed such by the teacher, principal or school nurse);
6. Symptoms of head lice; or
7. Symptoms that the teacher, principal, or school nurse deem as a possible health risk to the student and/or to the other students in school.

**TOILET TRAINING (4.56)**

All children entering Cabot Schools shall have toilet training to the point that each one can take care of their toileting needs without adult assistance. Any exceptions shall be made in advance of the start of school by the parent providing medical documentation of a health related cause to the building principal from the child’s physician. If there is a health related reason for a child not being able to control his/her bowels or bladder, a health plan will be developed by the school nurse with input from the parent/guardian and physician. A child who has multiple toileting accidents weekly because they have not been trained at home may be withheld from school until the parent/guardian has completed toilet training with their child.

**CHRONIC ILLNESS**

There are occasions where a student may have a chronic condition that requires the student to miss school more than is allowed under the attendance policy. If such a condition exists the parents, the physician and the school may work together to develop a health care plan that addresses the illness and modifies the attendance policy.

When this is necessary the School Principal and the Director of Nursing for the district must be involved and the plan must be submitted to the Director of Student Services for final approval.

**STUDENT MEDICATIONS (4.35)**

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students. The Cabot School District acknowledges that some students may require medication during the school day when a schedule for dispensing

medication at home is not feasible. The school district’s licensed school nurse, principal or designee will dispense the student’s medication in accordance with the school district’s policy.

**Definitions:**

“**Prescription Medication**” is a medication that can be obtained only by means of a licensed and duly authorized medical practitioner.

“**Nonprescription Medication**” is an over-the-counter medication that can be obtained without a licensed medical practitioner.

“**Medication**” is a Food and Drug Administration (FDA) approved drug or preparation of drugs in suitable form for use as a curative or remedial substance.

“**School Location**” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

**Requirements:**

Administration of prescription medication by school personnel must only be done according to the written order of a licensed medical practitioner and written authorization of parent/guardian. Non-prescription medication will be administered to students only with parent/guardian written authorization. School personnel will dispense only oral, nasal and topical medications unless a condition exists for which an exception is made in accordance with the requirements of this policy.

Non FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) may not be administered by school personnel. The parent/guardian may administer the products so long as the use does not interfere with the health or well-being of other students.

No medication will be given unless a **Medication Form** is filled out for each medication. ALL medications must be delivered to the school office, by a parent or other responsible adult, in the original pharmacy-labeled **or** manufacturer’s container. **No loose pills in “baggies”, envelopes or taped to a note will be accepted.**

Prescription medication must have the following information on the label: student’s full name; name and dosage of medication; time and directions for administration; the physician’s name; and a current date.

Non-prescription medication may be given with parental permission for a total of **five** doses per semester. A licensed prescriber order will be required if administration exceeds five doses. **Medicine will be given no more than once during the school day, without a prescriber order.**

**Narcotic pain medications may cause many side effects that hinder a student's ability to learn. Medications, such as but not limited to: hydrocodone, oxycodone, vicodin, Percocet, Tylenol with codeine, etc., will not be administered at school.**

All medications dispensed at school will be kept in a school designated locked drawer, cabinet or file. Medications are not to be carried by students. Students are not permitted to have medication in their possession on school property or on the school bus. No medicine will be sent home with a student, except inhalers. The only exceptions to this are those developed by a team that includes the parent(s), the principal and the school nurse following strict district guidelines.

Students with asthma who need to use their inhaler during the school day will be allowed to carry and be responsible for administration of their own inhalers only when the school has received written consent of the student's physician and parent/guardian. Students with inhalers will be subject to punishment under the drug policy if they allow use of their inhaler by any other student.

Special arrangements must be made with the school nurse concerning medically ordered procedures for children with disabilities or special medical needs.

Guidelines for dispensing medication at school and at school activities, developed by the Director of Nursing, shall be a part of these policies.

### **Violations of the Student Medication Policy**

- A. It is a violation of this policy for a student to keep any kind of medication in his/her possession at school or at school locations unless an exception has been granted as outlined in this policy. This violation shall result in punishment as follows: **First offense:** three (3) days in-school suspension and conference with parent/guardian; **Second offense:** up to ten (10) days out-of-school suspension or placement in the alternative learning environment, a conference with the parent/guardian; **Third offense:** May result in an expulsion conference with the superintendent/designee.
- B. It is a violation of this policy for a student to give an over-the-counter medication to another student. This violation shall result in punishment as follows: **First offense:** Up to ten (10) days out-of-school suspension ; **Second offense:** Up to 10 days out-of-school suspension with possible placement in ALE; **Third offense:** May result in an expulsion conference with the superintendent/designee.
- C. It is a violation of this policy for a student to ask for or receive an over-the-counter medication from another student. **First offense:** Up to five (5) days in-school or out-of-school suspension. **Second offense:** Up to ten (10) days out of school suspension. **Third offense:** May result in an expulsion conference with principal and superintendent of designee.

- D. It is a violation of the **DRUGS AND ALCOHOL POLICY** for a student to sell a medication or give a prescription medication to another student (see Drug Free School Policy Level II Offense for consequences).

Consequences for a violation of this policy and the Drugs and Alcohol Policy for students in grades K-6 will be determined on a case by case basis in a conference with the parents/guardians, principal and superintendent or designee.

**STUDENT ILLNESS/ACCIDENTS/INSURANCE (4.36)**

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 remove the student from 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.

**The school does not carry liability insurance and is immune from liability and from suit for damages. (A.C.A. § 21-9-301) It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.**

**EMERGENCY DRILLS (4.37)**

All schools in the district shall conduct fire drills at least monthly. Tornado drills shall be conducted at least three (3) times per year in the months of September, January and February. The Cabot School District will also participate in drills required by the Safe School Initiative Act (6-15-1303). Students, who ride school buses shall also participate in emergency evacuation drills at least twice a school year.

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

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;

**SECTION 4 - ACADEMIC POLICIES AND PROCEDURES**



### **CABOT CHARTER SCHOOL: ACE AND ALE**

There are two components to the district charter school: the Academic Center of Excellence (ACE) and the Alternative Learning Environment (ALE). The students in these two programs are subject to the rules, regulations and procedures contained in this handbook with the following exception: There are some rules and regulations unique to these programs. Parents will be provided additional documentation during the orientation and/or placement conference. Where ACE or ALE rules and regulations differ from the ones in this handbook, the ACE and ALE students are to follow the rules and regulations unique to those programs. Students assigned to ALE are not allowed on any campus in the district during their assignment to ALE with the following exception: a one-event pass can be obtained if the ALE principal and the principal of the campus on which the ALE student wishes to attend an event both issue written approval to the student. The student must have this written approval with them and be accompanied by his/her parent/guardian while on a campus other than ALE.

### **GRADING AND REPORTING (5:15)**

Parents or guardians shall be kept informed concerning the progress of their student. Time will be set aside in the district calendar for parent-teacher conferences each semester. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress. Parents may utilize the Home Access Center (HAC) to view information on their child's grades and attendance. Login information for HAC is available from your child's school.

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 elementary schools, housing students from Kindergarten through grade 4, will use "standards based" monitoring and reporting system for evaluating student progress. The targeted standards for each grade level are listed on the reporting form using a numerical scale of 3, 2 or 1. These numbers are defined as follows:

- 3 - Student shows full control and can apply skill to a new situation (On or Above Grade Level)
- 2 - Student shows inconsistent control or some control with support (Approaching Grade Level)
- 1 - Student shows little or no control of the skill (Below Grade Level)

For citizenship and activity class grades the K-4 schools will use “O” for outstanding; “S” for Satisfactory or “N” for Needs Improvement.

The grading scale for grades five – twelve (middle schools, junior high schools, freshman academy and high schools) 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 Advanced Placement (AP), International Baccalaureate (IB), and ADE approved honor courses shall be one point greater than for regular or advanced courses with the exception that an F shall still be worth 0 points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades 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 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in Cabot School District while attending 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be  $.25(83) + .75(73) = 75.5\%$ .

### **SEMESTER TEST(S) & EXEMPTIONS (GRADES 9-12)**

The semester test will be a comprehensive survey of the semester work and will be given at the appointed time. The test will count 14% of the semester grade. Extenuating circumstances that could not have been avoided with prior planning will be submitted to the principal whose decision is final. Requests to take semester tests other than at scheduled times will not be granted without administrative approval.

Semester Tests: Students in grade 9 shall qualify to be exempt from taking the semester test in a class where they have maintained an A or B for the semester and have not been suspended from school.

Students in grades 10 – 12 shall qualify to be exempt from taking the semester test in a class when they have: (a) maintained a “B” average for the semester; (b) been absent 4 days or less; and (c) not been suspended from school. All absences except those designated as school business will be counted in determining eligibility for the exemption. For the purpose of this policy, the definition of school business is a student’s absence from the physical school facility while under the supervision of school personnel for a school or academic-related activity.

This exemption cannot apply to concurrent credit courses or any course in which a comprehensive exam is required by a regulating authority other than the Cabot School District.

A student who qualifies for an exemption based on the above listed criteria from one or more semester tests will be excused from school on semester test days only. Exempt students may choose to take the test in an effort to improve the student’s grade. However, the test grade, when taken under this circumstance, will not lower the student’s semester grade.

### **JUNIOR HIGH ASSESSMENTS (GRADES 7-8)**

Junior High students will be assessed using nine-week tests at the end of each grading period as opposed to a semester exam. Test Weighting - The value of a nine-week test will be equal to the test of the greatest weight in the same quarter in a particular class. Therefore, the weight of the test will vary between teachers but will more closely correspond to the weight of other tests given in each individual class.

### **CONCURRENT CREDIT (5:18)**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education 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.

Although the successful completion of a college-level course will earn one full unit of credit, it may not meet the graduation requirement. Students shall be required to cover all content as outlined in the Common Core Standards or the Arkansas Frameworks for all courses in order to be eligible for a high school diploma. (example: Freshman Composition I and Freshman Composition II are both required in order to meet graduation requirements for Senior-level English).

Students are responsible for having the transcript for the concurrent credit course(s) they have 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. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within five (5) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or promotion.

Students will retain credit applied toward a course required for high school graduation from a previously attended accredited public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

### **HOMEWORK (5:14)**

The Cabot Public School District recognizes homework as a beneficial extension of the instructional program. The term homework refers to school-related work that is assigned to be completed by the student after regular instruction is completed. This may be accomplished during the remainder of a class period or at home. Assignments should fulfill the following purposes:

1. Develop independent study skills by stimulating effort, independence, responsibility, and self-direction
2. Gain maximum benefit from classroom instruction through prior preparation
3. Reinforce skills being taught in the classroom
4. Stimulate further interests in topics being taught in the classroom.

Teachers, parents, and students all have crucial responsibilities that must be fulfilled if homework and independent study activities are to advance the student's education as intended.

The teacher must be certain that the homework and independent study activity assignments are clearly communicated, relevant to the learning objectives, and reasonable in length.

Parents should ensure that the student has an appropriate home environment for schoolwork, sufficient time without distractions, and appropriate supervision (depending on the age, maturity and responsibility level of the student).

Students must be certain that they understand the assignments, ask for help if they do not understand the assignments, and then make every effort to complete the assignments.

Occasionally, at the secondary level, a combination of some of the longer homework assignments from several teachers at one time may unavoidably result in more than the desired amount of homework for a student on one night. However, efforts will be made to minimize such occurrences through informal grade level communication.

At the beginning of the school year, students will receive and deliver to parents written communication from their teachers regarding homework expectations.

The types and length of homework assignments should vary according to the student's level:

Kindergarten: minimal; as needed

Grades 1-3: This is the beginning of the expected practice of homework as a part of the educational program. Homework is assigned at the discretion of the teacher.

Grades 4-6: Assignments are given which, in the judgment of the teacher, will assist the student to learn and develop initiative and responsibility. Homework is a regular part of the educational program. With the student having multiple teachers in these grade levels, coordination between teachers is important.

Junior High (7-8)

- Homework is to be a well-established part of the student's educational program
- Homework is to include routine assignments, review of classroom material, and preparation for specific academic and classroom subjects
- Homework is to provide opportunities for research and further development of initiative and responsibility.

Freshman Academy & High School (9-12)

- Homework is to be a fundamental part of the student's educational program
- Homework is to include routine assignments, review of classroom material, and preparation for specific academic and classroom subjects.
- Homework is to expand the use of previously developed independent study skills for research and longer-term projects.

### **PROMOTION/RETENTION/COURSE CREDIT FOR K-12 SCHOOLS (5-12)**

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

Promotion or retention of students or their required retaking of a course shall be primarily based on the following criteria:

Grades 9-12: Promotion will be based on earning credit for a course based on achieving a passing grade. Moving from one grade level to another will be based on the total number of credits accumulated. See the “Classification of Students” policy.

Grades 5-8: Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. Promotion/retention decisions will be based on the academic performance. Performance indicators to be considered include, but are not limited to the following: grades; standardized assessments including Benchmark tests and nationally normed achievement tests.

Grades K-4: Promotion/retention decisions will be based on the developmental maturity of the student as well as their academic performance. Performance indicators include, but are not limited to the student’s performance on the following: DIBELS scores; TLI Data; DRA/Guided Reading level; Standards Based Report Card; Spelling Assessments (DSA); and AIP/IRI-Interventions done during the school year. When considering the developmental maturity level of the student some indicators to consider are as follows: attendance; birthday; health/wellness; emotional readiness; and social readiness.

If there is doubt concerning the promotion or retention of a student, or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student’s placement, the final decision to promote or retain shall rest with the principal or his/her designee.

Students who do not score proficient or above on their grade level Benchmark Exams, or do not meet the satisfactory passing level on all general end-of-course (EOC) tests shall be required to participate in an individualized academic improvement plan (AIP). Each AIP shall be developed by school personnel and the student’s parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent’s role, as well as the consequences for the student’s failure to participate in the plan, which shall include the student’s retention in their present grade.

All students, unless exempted by the student’s individualized education program (IEP), must successfully pass all general EOC assessments they are required to take. To receive academic credit in a course requiring a student to take a general EOC assessment, the student must either receive a proficient score on the initial assessment or successfully participate in the remediation program identified in his/her AIP. A student is not eligible

to graduate if he/she fails to receive academic credit in a course requiring a general EOC. Additionally, the lack of credit could jeopardize their grade promotion or classification.

Any student transferring into the district from an out-of-state public, private, or home school or an Arkansas private or home school who can demonstrate by an official transcript that he/she has received academic credit for any course requiring an end of course assessment shall not be required to take the EOC. The district, however, has the right to assess the student's education status to determine if the student possesses the requisite knowledge of skills.

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Building principals are responsible for grade level placement of students. The principal will make the final decision on placement of students, grades K-8, after reviewing all relevant information.

In order for ninth (9th) grade students to be promoted to the high school, they should successfully complete two (2) semester units of English and two (2) semester units of math; and one (1) semester unit of science or social studies. Students in the second semester of their freshman year who fail a core class, may be scheduled into a credit recovery course.

## **ACCELERATION POLICY**

### **K-6**

The Cabot School District recognizes the need of educational alternatives for students who demonstrate advanced academic achievement. Acceleration is used to match high level academic ability and specific talent with optimal learning opportunities. The purposes of acceleration as a practice are 1) to adjust the pace of instruction to the student's capability in order to develop a sound work ethic, 2) to provide an appropriate level of challenge in order to avoid the boredom from repetitious learning, and 3) to reduce the time period for students to complete traditional schooling (NAGC, 2008).

### **Acceleration Pre-Referral Qualifications**

Prior to an acceleration referral, a student should demonstrate achievement and ability in the following areas.

- High academic performance in core content areas
- High intellectual ability on assessments administered through the gifted program

### **Acceleration Referral**

A student may be referred for acceleration by a parent, administrator, counselor, teacher, or student. A written request stating the reason for the referral should be made to the building principal by May 1 in order for acceleration to be considered for the following school year.

### **Acceleration Committee**

Once a referral for acceleration is made to the building principal, he/she will contact the Director of Gifted Programs and a committee will be formed. The committee will include the following:

- Director of Gifted/AP Programs
- Building Principal
- G/T Specialist
- Counselor
- Teachers

### **Factors Considered by the Acceleration Committee**

In reaching a decision, committee members shall consider the following:

- Teacher Recommendation
- Academic Ability
- Learning Aptitude
- Educational Achievement
- Interpersonal and Emotional Maturity
- Developmental Factors
- Parental/Guardian Support



## Acceleration Procedures

- Upon referral, student data will be collected and reviewed by the Director of Gifted/AP Programs. The district reserves the right to conduct further testing if warranted. Parents will sign a permission to test form prior to testing administered by the gifted program.
- Parents and teachers may be asked to fill out a rating scale on characteristics of giftedness.
- The counselor, G/T specialist, and/or Director of Gifted/AP Programs may consult with the student.
- Committee members will review records, grades, assessments, and written comments from parents and teachers.
- The committee will meet to discuss appropriate placement for the student. Parents of the student may request to address the committee members prior to the acceleration meeting.
- A decision will be made by the committee after review of the data collected. Committee decisions are subject to review by the Director of Gifted/AP Programs.
- Parents will be notified of the placement decision by the building principal within fourteen (14) days of the initial committee meeting.
- The placement decision may be appealed to the Director of Gifted Programs.
- When the decision is made to accelerate a student, an evaluation of the implementation will be conducted each quarter during the first year and will continue subsequent years if warranted.

## 7-12

Students in grades 7-12 may be eligible for subject-specific or entire-grade acceleration based upon completed coursework from an outside district, knowledge of course content, or performance in the classroom. In order to be considered for acceleration, a student will submit a letter of request **to the counselor**. Students may also seek to graduate in less than four years. In order, to graduate early, a student will submit a letter of request **to the**

**principal** signed by parents/guardians prior to the final year of high school. The additional credits required for graduation must be provided through a program, fully accredited by the Arkansas Department of Education or the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI).

#### **SPECIAL EDUCATION (4:49)**

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. The 504 Coordinator for the District is the Director of Special Education and may be reached by telephone at 501-743-3543.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. The IDEA Coordinator for the Cabot School District is the Director of Special Education and may be reached by phone at 743-3543. Among the director's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

#### **PERMANENT RECORDS (4:38)**

Permanent school records, as required by the Arkansas Department of Education, 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.

**PRIVACY OF STUDENTS' RECORDS AND DIRECTORY INFORMATION (4:13)**

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 any 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 eighteen (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 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.

The district discloses personally identifiable information 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 personally identifiable information 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 Cabot School District does not distinguish between a custodial and non-custodial 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/her 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, 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 or 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, classes in which he/she is enrolled, 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 and 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 as 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 such personal identification number (PIN), password or other factor known or possessed only by the authorized user.

The form for objecting to making directory information available is located at each school's office 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 disclosure of directory information under 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 eighteen (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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

### **DROPPING AND CHANGING COURSES**

After two (2) weeks of a semester, students will not be allowed to change or drop courses, unless the course in question is a Pre-AP or AP course for which there is a general education equivalent. After four (4) weeks of a semester, students who drop a course will receive a failing grade for that semester which may affect eligibility in student organizations and/or extracurricular activities.

### **GRADE POINT AVERAGE AND RANK-IN-CLASS PROCEDURES (5:19)**

The student's GPA will be determined by the grades received on credit classes (those classes in which a student earns a unit toward graduation). All credit classes attempted, , will be counted in the GPA.

Point values for grades for Advanced Placement and all other courses for calculating GPA and class rank are as follows: (Act 1070 of 1991)

### Point Values

GRADING	REGULAR/ADV/PreAP	AP COURSES
A = 90 - 100%	4 pts.	5 pts.
B = 80 - 89%	3 pts.	4 pts.
C = 70 - 79%	2 pts.	3 pts.
D = 60 - 69%	1 pt.	2 pts.
F = 59% and below	0 pts.	0 pts.

In order to receive weighted credit for AP level courses, students must take both semesters of the AP course and take the appropriate AP exam. Weighting will be reduced to a 4.0 scale on the final transcript for students who do not take AP exams.

**Weighted credit for Transfer Students** – Credit for Advanced Placement or International Baccalaureate courses shall be honored by the Cabot School District only if the district offers the opportunity for weighted credit in that same course.

GPA's will be used to determine class rank with the exception of students with a modified curriculum. High school students who have taken Advanced Placement courses and whose GPA exceeds a 4.0 will have their GPA and class ranking figured on the number of credits required for graduation. This is to prevent students from being penalized for taking a larger number of credit classes. Any grade lower than an "A" must be included in the 22 ½ credits and all Advanced Placement grades will be counted in the 22 ½ credits.

Final class ranking will be computed on the basis of eight (8) semesters. Students will be advised on preliminary GPA and class ranking at the end of six (6) and seven (7) semesters.

For students graduating in less than eight (8) semesters, the preliminary GPA and class ranking will be at the end of the first semester of the senior year and final GPA and ranking will be at the time the graduation requirements are completed.

Grades will reflect academic achievement only. Parents who are concerned about helping their students to improve their school progress through better study habits may contact the guidance counselor, either by telephone or a scheduled personal visit.

### **RETAKEING A COURSE TO IMPROVE GPA**

Students may retake a course if dissatisfied with their grade in that course. (A regular course may be taken to replace the grade in an AP or Pre-AP course, but will not be weighted as an AP Grade.) In order to replace a grade, the course may be retaken in the regular school session, summer school or by correspondence. (Summer school classes are limited to students retaking failed classes. They are not intended for grade improvement.) If it is a higher grade, the grade on the retaken course will replace the grade on the transcript. Students retaking courses will be allowed to use the

improvement grade to improve their overall GPA, **but the replacement grade will not be used to qualify for honors such as valedictorian, salutatorian, academic letters or medallions.**

### **CORRESPONDENCE COURSES**

Students who take correspondence courses must take course work that adequately covers subject matter. All correspondence courses that are expected to count toward graduation must be pre-approved by the principal/designee. Students are limited to two (2) credits by correspondence.

### **GRADUATION HONORS (4:20)**

Academic recognition will be given in two categories. Graduating with “Honors” will be the recognition for students who have earned a GPA of 3.5 - 4.0. Graduating with “High Honors” will be the recognition given for students who have earned a GPA higher than a 4.0. To qualify for the recognition of “Honors” and “High Honors” a student must have been enrolled at Cabot High School for two (2) of the last three (3) semesters beginning with the second semester of the junior year.

The senior(s) with the highest grade point average (GPA) after eight (8) semesters will be named Valedictorian(s). The senior(s) with the second highest GPA will be named Salutatorian(s).

### **HONORS PROGRAM CURRICULUM (5:16.1)**

Students graduating with “Honors” or “High Honors” must also complete the following Honors Program Curriculum.

1. Four (4) units of English, including junior and senior level Advanced Placement English, Advanced English or college level English
2. Four (4) units of Math, including Algebra I and II, Geometry, and either an advanced math course or a computer science course
3. Three (3) units of Science: Physical Science, Biology and Chemistry or Physics
4. Three (3) units of Social Studies: American History, World History, and Civics/Economics
5. One-half (1/2) unit of Physical Education
6. One-half (1/2) unit of Health
7. One-half (1/2) unit of Fine Arts
8. One-half (1/2) unit of Oral Communications
9. Two (2) units of the same foreign language
10. Four and one-half (4-1/2) units of electives

**Total 22 ½ units**

Students who accept placement into an advanced level course should be aware of the significant time commitment that they are making. Students should not over-commit to part-time jobs, and they should balance extracurricular activities, total obligations and responsibilities with time necessary to prepare for honors level course work. Students who must work many hours in part-time jobs or who have many other time commitments

should seriously consider enrolling in regular level courses. A student enrolling in Cabot High School as a senior who did not have the opportunity to take an advanced level English course during their junior year may enroll in two advanced level courses during their senior year in order to qualify for honor graduate status (e.g. AP Language & Composition + AP Literature).

### **MINIMUM CORE CURRICULUM COURSES RECOMMENDED BY HIGHER EDUCATION**

The recommended core of courses is designed to be a standards-based set of rigorous courses for students preparing for success in college. The first component designates the core courses designed for unconditional admission to any public two (2) - or four (4)-year institution of higher education in Arkansas. The second component designates the core requirements for the Challenge Scholarship.

#### Component One: Core Curriculum for Unconditional Admission

English	Four (4) units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
Natural Science	Three (3) units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. <b>Only</b> one (1) unit may come from a Life Science.
Mathematics	Four (4) units, including Algebra I and II, Geometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year.
Social Studies	Three (3) units, including one (1) of American History (does not include Contemporary American History), one (1) of World History (not to include World Cultures, World Geography, Global Studies, or AP European History), and at least one-half (1/2) unit of Civics or Economics or American Government (not to include courses in practical arts).

### **ACADEMIC LETTERS**

1. The academic letter will be awarded based upon the previous year's record when a student has maintained a grade point average of 3.5 and no grade with a value point less than 3.0 for the year that the honor is awarded. State mandated regulations in regard to weighting grades in Advanced Placement classes will be followed when determining recipients of the award.
2. Eligibility for qualification will begin in the 9th grade.
3. Letters will be awarded only to students who are in attendance a full year's grading cycle in Cabot.
4. The first (1) year to qualify, the student will receive a letter.
5. The second (2) year to qualify, the student will receive a bar to be put on the letter.
6. The third (3) year to qualify, the student will receive a bar to be put on the letter.



## **MEDALLIONS**

The student will receive a medallion with a ribbon to be worn at graduation if he/she has the following: A 3.5 GPA or higher for each semester, grades 9-11 and the first semester of the 12<sup>th</sup> grade year; and no grade with a value point less than 3.0 for each semester in grades 9 – 11 and the first semester of the 12<sup>th</sup> grade year..

To receive a medallion, a student must be enrolled at Cabot High School for two (2) of the last three (3) semesters. Students who have replaced a grade in order to improve their GPA are not eligible for Medallion. (see section in handbook titled “Retaking a Course to Improve GPA”)

## **CLASSIFICATION OF STUDENTS**

Students are classified according to the number of credits earned. The following is the classification scale:

- Freshman - School Board Requirements
- Sophomore - 5 credits earned
- Junior - 10 credits earned
- Senior - 15 credits earned

Note: Students who have 14.5 credits and who declare that they intend to graduate at the end of the current school year and are enrolled in enough classes to earn eight (8) credits will be pictured in the yearbook with the seniors.

## **EXTRACURRICULAR ACTIVITIES (5:22)**

- Extracurricular activities shall not be a hindrance or interference to classroom instruction.
- Non-instructional activities will be scheduled evenly over the school day.
- Students shall abide by student organization constitutions, rules and guidelines.
- In order to participate in extracurricular activities, a student must have and maintain the grade or grade point average specified in the by-laws and/or constitution of the student’s activity/organization or pass the number of courses with grades as required by the Arkansas Department of Education as contained in Regulatory Bulletin 98-54, dated November, 1997. Copies of the above cited bulletin are available from the principals’ offices and from coaches.
- Absenteeism will affect participation. If a student is absent from school, participation in that day’s activity will be prohibited without prior approval of the principal. (Extracurricular activities include practice).
- Disciplinary action, such as In-School Suspension, Saturday class and suspension may affect a student’s future eligibility for participation in extracurricular activities, student groups and special school functions.
- After four (4) weeks of a semester, students who drop a course will receive a failing grade for that semester which may affect eligibility in student organizations and/or extracurricular activities.

A student may participate in two (2) or more activities even though there are occasional

scheduling conflicts, e.g. band and athletics, or cheerleading and Forensics. However, a student in grades 9-12 can only participate in one non-credit class during the school day (Act 675).

It shall be the responsibility of the teachers/sponsors to anticipate direct conflicts and agree on a plan which will permit the student to participate without penalty in the other activity. At the same time, students should be aware of the constitution that governs their actions in participating in extracurricular activities. When schedules conflict, and there is a way for the student to participate in both activities, it is the responsibility of the student and/or parent to do so even at extra expense and/or sacrifice. If an academic extracurricular activity is involved, and the student chooses not to attend after it has been worked out for the student to attend both activities, the student's grade in the academic class could be affected.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS & PRIVACY ACT (5:26)**

The Family Education Rights and Privacy Act (FERPA) became a federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of students' educational records.

FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent of eligible students believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the district discloses education records, without consent, to officials of another school district in which a student intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures of the district to comply with the requirements of FERPA.

A copy of the district's guidelines for compliance with the Family Educational Rights and Privacy Act is available from your schools' office.

### **FREE TEXTBOOKS (4:41)**

Textbooks or instructional materials, if issued for a class, will be issued at no charge to the student.

If books are issued for a secondary school course, a classroom set of books will be provided at school so that students will not have to carry the core content books back and forth from home to school. This is an effort to reduce the weight and strain of the backpacks on students' backs.

Students will be charged for lost or damaged books. Books are not to be written in except for the name label. Fines and charges must be paid before receiving a schedule for the next year.

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS (4.45B, 5:17)**

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

- Distribution of a newsletter(s) to parents or guardians of the district's students.

In the first year of this policy's implementation, all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the Cabot School District requires ½ additional unit to graduate for a total of 22 ½ units. The additional half-unit will be earned in the 9<sup>th</sup> grade Keystone course. Students who enroll in Cabot Public Schools after the completion of the 9<sup>th</sup> grade, from a district that did not offer the Keystone course, may substitute another elective for the Keystone requirement. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

Requirements for graduation may be completed in less than four years. In order to graduate early, a student will submit a letter of request to the principal signed by parents/guardians prior to their final year of high school. The additional credits required for graduation must be provided through a program, fully accredited by the Arkansas Department of Education or the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI).

## **SMART CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

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

- Algebra I
- Geometry
- Algebra II
- Choice of: Advanced Topics in Modeling Mathematics, Pre-Calculus, Calculus, Trigonometry, Statistics, , Algebra III, an Advanced Placement Math, Essentials of Computer Programming, or AP Computer Science Principles

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics one-half (½) unit
- World History – one (1) unit
- U. S. History – one (1) unit
- Economics (1/2) unit

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

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

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

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

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

**CAREER FOCUS: - Six (6) units**

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

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. In addition to the 22 units required for graduation by the Arkansas Department of Education, the Cabot School District requires ½ additional unit to graduate for a total of 22 ½ units.

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

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

**CORE: Sixteen (16) units**

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - one (1) unit
- Geometry or its equivalent\* - one (1) unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)  
\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two (2) units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- Civics, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

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

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

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

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

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

**CAREER FOCUS: - Six (6) units**

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

The Core and career focus units must total at least twenty-two (22) units to graduate. In addition to the 22 units required for graduation by the Arkansas Department of Education, the Cabot School District requires ½ additional unit to graduate for a total of 22 ½ units.

\*Computer Science – (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit. **Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013).**

## CABOT FRESHMAN ACADEMY –

The Cabot Freshman Academy is a facility specifically designed to meet the unique academic, social and emotional needs of ninth grade students. Programming for the academy includes instruction in the following areas:

- Core curriculum areas (English/Language Arts, Mathematics, Science and Social Studies)
- Keystone – A Career and Technical course designed for ninth grade students to aid in the development of skills which lead to high school success, long-term planning, and life skills
- Health – A course required for graduation, taught via digital curriculum and delivery.(Arkansas Digital Learning Act of 2013)
- Oral Communications – A course required for graduation
- Elective options including: Agricultural Science, Athletics, Art, Band, Choir, Construction Technology, Foreign language, Forensics, Introduction to Engineering, Physical Education, and ROTC.



## 5 - FORMS

The following forms are available in the school offices:

- Student Internet use Agreement
- Objection to Publication of Directory Information
- Smart Core Informed Consent Form

**SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2016 AND AFTER)**

**Name of Student:** \_\_\_\_\_  
**Name of Parent/Guardian:** \_\_\_\_\_  
**Name of District:** \_\_\_\_\_  
**Name of School:** \_\_\_\_\_

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

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

**SMART CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

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

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

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

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

**Social Studies – 3 units**

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit

- other social studies - ½ unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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

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

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.*

Parent/Guardian Signature	Date	School Official Signature	Date

**Arkansas Department of Education— May 19, 2015**

**SMART CORE WAIVER FORM  
(GRADUATING CLASS OF 2016 AND AFTER)**

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

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

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

*Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.*

**CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

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

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

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

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

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

**Social Studies – 3 units**

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

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit** (may be counted toward Social Studies or Career Focus)

**Fine Arts – ½ unit**

**Career Focus – 6 units**

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

*(Comparable concurrent credit may be substituted where applicable.)*

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

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form*

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
School Official Signature Date

**Arkansas Department of Education— May 14, 2015**