

STUDENT HANDBOOK

CABOT SCHOOL DISTRICT

2011-2012

MEMBERS OF THE CABOT SCHOOL BOARD

Mr. Fred Campbell

Mr. David Hipp

Mr. Ken Kincade

Mr. Dean Martin

Mr. Wendel Msall

Mr. Mark Russell

Mr. Corey Williams

SCHOOL DISTRICT ADMINISTRATION

Dr. Tony Thurman, Superintendent

Mr. Jim Dalton, Assistant Superintendent

Directors, Supervisors and Coordinators

Lisa Baker	Director of Personnel
LB Capps	Construction/Maintenance Supervisor
Charlie Donham	Director of Transportation
Amanda Elizandro	Coordinator of Communications
Melissa Elliott	Director of Gifted and Talented
Michele French	RTI Coordinator
Bill Holden	Custodian Supervisor
Vonda Jacobs	School Nurse Supervisor
Tina Kimbrell	Director of Federal Programs
Harold Jeffcoat	Director of Curriculum and Inst., K-6
Robert Martin	Director of Student Services
Linda Payne	Director of Prof. Dev. and Testing
Nancy Rahn	Asst. Director of Special Programs
Steve Roberts	Director of Athletics
John Shirron	Graduation Coach
Kelly Spencer	Health and Wellness Coordinator
Valerie Stone	Director of Special Programs
Tammy Tucker	Director of Curriculum and Inst., 7-12
Julie Ward	Special Programs Coordinator
Kendal Wells	Director of Technology
Tina Wiley	Director of Finance/Comptroller
Erin Wilkes	Director of Food Service

STUDENT AND PARENT ACKNOWLEDGEMENT OF THE RECEIPT OF DISCIPLINE POLICIES

CABOT PUBLIC SCHOOLS
2011-2012 SCHOOL YEAR

We have received a copy of the 2011-2012 student hand book containing the discipline policies of the Cabot School District.

Please print the following information:

Student's Name _____

School _____

Grade _____

Required Signatures

Student's Signature Date

Parent's Signature Date

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August 15, 2011

Dear Parent:

Welcome to the Cabot School District. Your child has been issued the 2011-2012 Student Handbook as required by the State of Arkansas. The handbook contains information about the rules, regulations and policies of the school district.

Please review the contents and indicate that you have done so by signing and returning the signature page that is included in this handbook. It should be returned to the principal's office of your child's school. This review and your signature of receipt are a requirement of Act 104 of 1993. If your child fails to return this form, exclusion from school may become necessary.

Parents, teachers, or student desiring a hearing to consider revisions to policies or particular provisions of the policies should contact Jim Dalton, Assistant Superintendent, at 843-3363.

Thank you for your cooperation and for your support of the policies of your schools. 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 2011-2012

August 15	1st Day of School
September 5	**Labor Day – No School**
October 13	JHN Homecoming
October 6	JHS Homecoming
October 14	HS Homecoming
October 18 and 20	Parent Conferences 4:00 – 7:00 PM
October 21	**No School**
November 21-25	**Fall Break – No School**
December 18-21	Dead Days – No after hours school activities
December 19-21	Semester Tests
Dec 22 – Jan 3	**Semester Break – No School**
January 4	Second Semester Begins
January 11	EOC Algebra II Exam
January 16	**Martin Luther King Day – No School**
January 17-18	EOC Algebra I Exam
January 19-20	EOC Geometry Exam
January 24-25	EOC Biology Exam
February 20	Snow Make-up Day if needed; no school otherwise
March 6-7	Grade 11 Literacy Exam
March 13 and 15	Parent Conferences 4:00 – 7:00 PM
March 16	No School (Alt. Portfolios Deadline)
March 19-23	**Spring Break – No School**
March 26- May 4	ELDA for LEP students
April 6	Snow Make-up Day if needed; no school otherwise
April 2-6	SAT 10 for grades 1, 2, 9; MAT8 for K, NRT testing
April 9-13	Augmented Benchmark Exams (Grades 3-8)
April 17-18	EOC Exam: Geometry
April 24-25	EOC Exam: Biology
May 2	Algebra II
May 8-9	High Stakes Exam: Algebra I
May 11	High School Graduation
May 19-23	Dead Days – No after hours school activities
May 21-23	Semester Tests
May 24, 25, 29	Snow Make-up Day if needed; no school otherwise

SCHOOL LISTING

Cabot High School **843-3562**
401 N. Lincoln Street
Cabot, AR 72023

Principal	Henry Hawkins
Assistant Principal	Randy Granderson
Assistant Principal	Michael Byrd
Assistant Principal	Charlotte Reaves
Assistant Principal	Brad Tarvin

Cabot Junior High North **605-8470**
38 Spirit Drive
Cabot, AR 72023

Principal	Roger Tonnessen
Assistant Principal	Jacob Smith
Assistant Principal	Nicole Gatewood

Cabot Junior High South **743-3573**
38 Panther Trail
Cabot, AR 72023

Principal	John West
Assistant Principal	David Howard
Assistant Principal	Teri Duncan

Cabot Charter School ACE/ALE **743-3520**
21 Funtastic Drive
Cabot, AR 72023

Principal	Michele Evans
Assistant Principal	Robert Taylor

Cabot Middle School North **743-3571**
1900 N. Lincoln
Cabot, AR 72023

Principal	Tanya Spillane
Assistant Principal	Stephanie Harper
Assistant Principal	Adam Koehler

Cabot Middle School South **743-3570**
2555 Kerr Station Road
Cabot, AR 72023
Principal — Georgia Chastain
Assistant Principal — Dawn Peeples

Central Elementary School **843-3000**
36 Pond Street
Cabot, AR 72023
Principal — Joanne Blalock
Asst. Prin. /Inst. Facilitator — Andy Sullivan

Eastside Elementary School **743-3563**
17 Bellamy Street
Cabot, AR 72023
Principal — Jill Fletcher
Asst. Prin. /Inst. Facilitator — Bethany Hill

Magness Creek Elementary School **743-3565**
16150 Hwy. 5
Cabot, AR 72023
Principal — Kelly Whiddon
Asst. Prin. /Inst. Facilitator — Sherry Jennings

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

Northside Elementary School **843-5920**
814 W. Locust Street
Cabot, AR 72023
Principal — Suzanne Proctor
Asst. Prin. /Inst. Facilitator — Marye Jane Brockinton

Southside Elementary School **743-3576**
2600 Pine Street
Cabot, AR 72023
Principal — Casey Hannah
Asst. Prin. /Inst. Facilitator — Michele Atherton

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

Ward Central Elementary School **743-3569**
1570 Wilson Loop
Ward, AR 72176
Principal Dawn Verkler
Asst. Prin. /Inst. Facilitator Kellie Kostrubala

Westside Elementary **843-5719**
1701 S. 2nd Street
Cabot, AR 72023
Principal Lisa York
Asst. Prin. /Inst. Facilitator Lori Bridges

SECTION 1
GENERAL INFORMATION

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!

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.

EMERGENCY INFORMATION FORMS

The Emergency Information Form that parents/guardians are requested to complete each year is the single most important document in the case of emergencies. Student safety and wellbeing often hinges 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. PLEASE NOTIFY THE SCHOOL during the year when telephone numbers, addresses, place of employment or any other essential emergency contact information changes.

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 (4:14)

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 all school procedures for other visitors.

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 and 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. 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
- 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 students 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

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. 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.

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.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Cabot School District. The Director of Student Services serves as the Coordinator of Section 504 and other equity issues for the Cabot School District. He 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.

PICTURE PUBLICATION

From time to time the school may wish to publish individual or group accomplishments on school or district web pages, on school calendars or other school publications. In these circumstances, published images of a student or reference to his/her work may include the use of the student's first name or use of the student's initials. The student's last name, 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 first name not be used on a website or other 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 requirement 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 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 who 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).

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.

SCHOOL CHOICE, LEGAL TRANSFERS, AND STUDENTS MOVING INTO THE DISTRICT
From ACCREDITED, NON-ACCREDITED AND HOME SCHOOLS (4:4)

The Cabot School District adopts the Arkansas Public School Choice Act of 1989. Priority will be given to applications from siblings or stepsiblings residing in the same residence or of student already attending the district by choice. Unless there is a lack of capacity at the district's school or the transfer conflicts with a federal desegregation order applicable to the district, a student who is eligible for transfer from a school identified under A.C.A.§6-15-21 3(c)(1) may enroll in a school district that has a performance category

level 3 or higher as defined by A.C.A. §6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 1st preceding the year of desired enrollment.

For the purposes of this policy, a "lack of capacity" is defined as when the school district has reached the maximum student-to-teacher ratio allowed under federal, or state law, the Rules for the Standards of Accreditation, or other applicable rules.

A student's enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. The District may provide transportation to and from the transferring district, but is not responsible for the cost of transporting the student if the student lives outside the district.

The Cabot School District may reject a non-resident application for admission if acceptance would necessitate the addition of staff or cause classrooms to 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.

The Cabot School Board of Directors will consider Legal Transfer Requests (Board to Board) on a case by case basis as they are submitted.

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

Cabot School District students are assigned to designated schools 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 Board of Education 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 and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the district, or both.

STUDENTS WHO ARE FOSTER CHILDREN

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.

Legal Reference: A.C.A. § 9-28-113

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

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 14th 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 (4:5)

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 (4:6)

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 nine (9) 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. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds nine (9) absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

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

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a **written agreement** which will include the conditions of the agreement and 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.

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

Additional Absences

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

1. 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. 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;
6. Due to a student having been sent home from school due to illness.
7. Doctor's visit with doctor's note

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 (4:7)

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.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.

8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

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 4:6)

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.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

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

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

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

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

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.

CORPORAL PUNISHMENT (4:31)

Any teacher or school administrator in the Cabot School District may use corporal punishment, provided only that the punishment is administered in accord with the following guidelines:

1. Corporal punishment shall be administered only for cause and shall be reasonable;
2. Corporal punishment shall follow warnings to the student that the misbehavior will not be tolerated and the student's parent/guardian has been made aware of the behavior and that corporal punishment will be the consequence if the behavior continues;
3. An alternative consequence will be offered unless corporal punishment has been agreed upon by the teacher or administrator and the parent;
4. A witness will be present when corporal punishment is used as a consequence option;
5. Reasons for corporal punishment shall be explained to the student and the student will be given the opportunity to explain his/her actions or to deny the charges in front of the witness;
6. The teacher or administrator administering corporal punishment shall, upon request, provide the child's parents with a written explanation of his/her reasons and the name of the witness;
7. Corporal punishment should not be administered in the presence of any persons other than the witness.

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.

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.

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 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.

APPEALS PROCEDURE

The Cabot School Board recognizes that there are times when parents do not agree with the actions taken or the decisions made by school personnel. If a parent wishes to appeal a decision or action taken by a school official, the parent must begin with the person who made the decision. Further appeals should be made to the next level in the organization. The organizational levels are as follows:

Level 1:	Teacher
Level 2:	Principal
Level 3:	Superintendent or Assistant Superintendent

Appeals will be referred back to the appropriate level if the person at that level has not had an opportunity to hear the appeal.

An appeal cannot be addressed to the School Board until all administrative remedies have been exhausted. To address the School Board with an appeal or a complaint, the parent/guardian must contact the Superintendent of schools at least one week prior to the School Board meeting and request to be placed on the agenda for the meeting.

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.

TARDIES (4:8)

Promptness is an important character trait that district staff is 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 tardies as well as making sure that the information is sent to parents and students at the beginning of the school year.

CLOSED CAMPUS (4:9)

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, including the lunch period**. Students shall follow procedures established by the building principal for signing out to leave campus.

EQUAL EDUCATION OPPORTUNITY (4:10)

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 (4:11)

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

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

6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

SCHOOL 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, on school calendars, or other school publications. In these circumstances, published images of a student or reference to his/her work may include the use of the student's first name or use of the student's initials. The student's last name, 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 first name not be used on a website or other publications should notify their child's principal in writing or with an email.**

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE (4:13)

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:

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.

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.

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.

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
d. defined by state law;
e. Publications that suggest or urge the commission of unlawful acts
f. on the school premises;
g. Publications which suggest or urge the violation of lawful school
h. regulations; or
i. 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).
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:

a. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
b. Be uniformly applied to all forms of non-school materials;
c. Allow no interference with classes or school activities;
d. Specify times, places, and manner where distribution may and may not occur;
e. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations; and
f. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three (3) days. (4.13)

The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

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, unsafe, could cause property damage, or are offensive to common standards of decency.

Student 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 whole 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:

1. All students shall wear shoes;
2. Boys shall wear pants and a shirt;

3. Pants, shorts, dresses and skirts will be no more than four (4) inches above the knee even if leggings, tights or other hosiery is worn, long dresses cannot have a slit that exceeds 4 inches above the knee standard;
4. For all clothing with waistbands, the top of the waistband must be no lower than the top of the hipbone;
5. 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:

1. Caps, hats, toboggans, etc;
2. 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;
3. Bandanas;
4. Chains (e.g. wallet chains);
5. See-through blouses;
6. Body shirts;
7. Pajamas and house shoes;
8. Other extreme styles, hair 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 (4:15)

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.

STUDENTS' VEHICLES (4:35)

A high school student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Junior high school students with a valid driver's license are not allowed to drive motorized vehicles to school without prior written approval from the school principal.

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

It is understood that there is no expectation of privacy in vehicles in parking areas (parking areas include any on-campus or off-campus parking used by the school district). Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by district policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

The vehicle of a student, who leaves campus and returns to campus during the school day in violation of the high school policy, may be searched upon returning to the campus.

PARKING AREAS AND AUTOMOBILES (High School)

High school 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 without prior approval from the building principal.

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. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy (leaving school without permission);
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

17. 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;
18. Hazing, or aiding in the hazing of another student;
19. 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;
20. Sexual harassment;
21. Bullying;
22. Bringing skateboards to school; and
24. Fighting and/or acts of violence.

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.

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.

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.

Unless otherwise permitted in this policy, from the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper, or similar electronic communication devices. It is preferred that such devices be stored in the student's locker or vehicle in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of the first bell until after the last bell, students are forbidden from having cameras, MP 3 players, IPods, or any other portable music device. Such devices may be stored in the student's locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, IPods, and other portable music devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using or possessing, other than those devices properly stored in a locker or vehicle, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.[1] Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

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

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii

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 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 will result in a minimum punishment of a one semester placement in alternative school and a maximum punishment of a one year expulsion from the district plus in 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 (4:42)

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 the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that 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, and/or
- Threats of harm to student(s), possessions, or others
- Sexual harassment is also a form of bullying (see Sexual Harassment Policy)
- 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 conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

Violation Consequences: Minimum - Student Conference;
Maximum – Expulsion

Legal Reference: A.C.A. §6-18-514

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.

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. Military personnel, such as ROTC cadets, acting in the course of their official duties are excepted.

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 mandatory expulsion requirement for possession of a firearm does not apply to a firearm authorized by the district for activities that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs.

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

TOBACCO AND TOBACCO PRODUCTS (4:23)

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

1. **First violation** – One (1) day out-of-school suspension.
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 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 narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other 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 offences) using, possessing, being under the influence of, (Level II offences) 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.

"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, or any other controlled substance as defined in schedules I - VI of the Arkansas Controlled Substance Act shall result in the following disciplinary action and referral to legal authorities:

First 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 determine the appropriate disciplinary action: placement in the alternative learning environment or expulsion from school. Placement in alternative learning environment will not exceed one school year and will not be for less than nine (9) weeks. Placement in alternative learning environment also requires a drug/alcohol assessment by a qualified counseling agent or practitioner and participation in any treatment program resulting from the assessment. The assessment must be completed

and participation in any required treatment must be started before the student may be considered for reinstatement into the regular education program. The cost of the assessment and treatment is the responsibility of the student and family. Failure on the part of the student and his/her parents to complete a recommended drug/alcohol program or failure to attend class and follow the rules in the alternative learning environment will result in the student being recommended for expulsion for up to one (1) school year. Procedures for providing the school with documentation of alcohol/drug treatment participation will be provided to the student and parents/guardians at the discipline hearing with the district administrator.

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 will be to determine if placement in alternative school for one (1) year or a recommendation for expulsion for one (1) year would be the most appropriate course of action. Placement in alternative learning environment also requires a drug/alcohol assessment by a qualified counseling agent or practitioner and participation in any treatment program resulting from the assessment. The assessment must be completed and any recommended treatment program completed before the student may be considered for reinstatement into the regular education program. Students under expulsion must fulfill this drug/alcohol assessment requirement in order to be considered for early review.

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.

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. 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 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.

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.

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.

COMPUTER USE POLICY (4:29)

The Cabot School District makes computers 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 computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer designated for student use, and any computer not designated for student use but which could be accessed by a student, with Internet filtering software. 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 computer use agreement is incorporated by reference into Board policy and is considered part of the student handbook.

Student use of computers 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 computer use, including e-mail, and that monitoring of student computer 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 computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face progressive disciplinary action, as specified in the student handbook and/or computer 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 (4:30)

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 (4:34)

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. Searches may be done at any time with or without notice or the student's consent. However, when possible, prior notice will be given and the student will be allowed to be present along with an adult witness. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

A school official of the same sex shall conduct personal searches with another administrator present. 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.

SECTION 3
SAFETY, HEALTH AND WELLNESS POLICIES AND PROCEDURES

SCHOOL RESOURCE OFFICERS

Cabot High School, 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.

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.

KARK Television	Channel 4
KATV Television	Channel 7
KTHV Television	Channel 11
FOX	Channel 16
District's Internet Website	http://cabot.k12.ar.us
School Announcements Phone Messaging System	

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.

FOOD SERVICE

Parents should pay for meals before their child eats. The Federal reporting requirements do not allow the Child Nutrition Program to allow district's to extend credit to children or their parents. Parents should pay for meals as they are provided. The Cabot School District's position has always been that we will not deny a student a meal if he/she asks and has no money with them. Parents, however, must be accountable for taking care of their children's nutrition even while at school. Students who do not have a lunch from home or money to purchase a school meal will be allowed to eat. However, the procedures will be as follows:

First Charged Meal - The student will be sent to the office to call one of his/her parents or guardians to let them know that they didn't have money or a lunch and that the parent needs to get the money to the school.

Second Charged Meal – The student is sent to school office and an administrator will contact the parent to discuss why the child is being sent to school without bringing food or money to purchase food.

Third Charged Meal – After two charges, the student's teacher will be asked to check with the student first thing in the morning to see if the child has a lunch or lunch money. If the child has been sent a third time without lunch or money, the child will be sent to the office to talk with an administrator who will call the parent and arrange for a lunch or money to be brought to school before the child goes to lunch.

Meal Tracker, a computerized program is used for collecting, recording and monitoring student cafeteria accounts. Students are encouraged to pay for lunch by the week or month. Middle School parents are encouraged to mail a check directly to the cafeteria manager at those schools. "EZSchoolPay.com" is an on-line program that parents can access to use debit or credit cards to pay or prepay for meals. The lunch menus and the cost of meals is posted on the district website. This can be accessed using the drop down menu under "PARENTS".

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

Parents who bring food to school for their child, whether from home or from local eateries, should bring only enough for their child. 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 (4:36)

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.

Because of the highly contagious nature of head lice, the following steps will be followed upon discovery of head lice or nits (eggs):

1. The parent or guardian will be asked to pick their child up from school.
2. The child's hair must be shampooed with an approved treatment before returning to school. Proof of purchase must be returned with the child.
3. Fourteen (14) days after the initial discovery, the child will be checked again and sent home if not free of all signs of lice and/or nits.
4. The child must be accompanied to the school office by the parent and checked by the school nurse or school personnel, and be found clear of lice/nits before returning 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, the school nurse, with input from the principal, will establish a deadline for the student to complete the immunizations. If the deadline is not met, the students will not be allowed to attend school.

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, he/she should not return to school the next day. A child should be free from fever 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

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 (4:37)

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 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.

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**.

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, ten (10) days out-of-school suspension or placement in the alternative learning environment, a conference with the parent/guardian and written notification of an expulsion recommendation for a next offense; Third offense, recommendation for expulsion.
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: ten (10) days out-of-school suspension or placement in the alternative learning environment with written notification of an expulsion recommendation for a next offense; Second offense: expulsion conference with principal and district administrator.
C. 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 for possible consequences).
D. 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 (4:38)

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 (4:39)

All schools in the district shall conduct fire drills at least monthly. Tornado drills shall be conducted at least annually. 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;

1. Airplane crash.

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.

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 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 approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades 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 TESTS and 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 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.

Students 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 3 days or less; and (c) not been suspended from school. 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.

Days absent from school properly documented as one (1) of the seven (7) "Additional Absences" listed in the "Absences" policy will not count against the three (3) allowed absences in this policy.
A student who qualifies for an exemption from one or more semester tests may choose to take the test in an effort to improve the student's grade. However, the test grade will not lower the student's semester grade.

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-half (1/2) 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.

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 l-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 (7-9)
- 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.

High School (10-12)
- 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.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2011-12, AND 2012-13 (4:48, 5:17)

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

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.

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 following categories. A minimum of 22 units is required for graduation for students 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 required half-unit may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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.

SMART CORE: Sixteen (16) units

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

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

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 or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(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 or Civics/American Government
- World History
- American History

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

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.

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 or government, 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

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.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER (4:48, 5:17)

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

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.

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 may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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.

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 or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(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

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.

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.

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 and the "Transitional Ninth Grade" policy.

Grades 5-8: Promotion or retentions 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 may 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 passing 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.

All students, unless exempted by the student's IEP, must successfully pass the Algebra I EOC assessment to receive academic credit for the course and be eligible to graduate from high school. This is a high stakes assessment and students failing to receive a passing score the first time they take the assessment must receive a passing score on a subsequent assessment or on an alternative assessment as provided by law.

Students from an Arkansas public school who have completed and received credit on an Algebra I EOC assessment prior to the 2009-10 school year are not required to take the high stakes Algebra I EOC. Students not in grades 10, 11, or 12 in the 2009-10 school year who have taken Algebra I but not received proper academic credit on their transcript for the course are now required to take the high stakes Algebra I test before they can receive academic credit for the course. Students in grades 10, 11, or 12 in the 2009-10

school year are exempt from the high stakes Algebra I assessment requirement, but must meet the general EOC assessment requirements to receive credit for the course.

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 Algebra I is not required to take the Algebra I high stakes end of course assessment. The district, however, has the right to assess the student's education status to determine if the student possesses the requisite passing knowledge of Algebra I.

A student transferring into the district who does not have academic credit in Algebra I must take the Algebra I high stakes EOC assessment and meet the requirements to be eligible for graduation.

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, the following minimum criteria should be met:

1. Successful completion of two (2) semester units of English and two (2) semester units of math; and one (1) semester unit of science or social studies.
2. Students who do not meet the minimum criteria during the regular school year will be assigned to the Transitional Ninth Grade Program at the beginning of the following school year. The Transitional Ninth Grade Program will be housed at the Academic Center of Excellence (ACE). These students will spend the first three periods of the day at ACE working on recovering their ninth grade units. They will be transported to the high school for lunch and be scheduled there for the remainder of the day. If at the end of the Fall semester they have been successful at gaining their ninth grade units, they will be given a full schedule at the high school for the Spring Semester. Students in this situation may opt to attend summer school, at their own expense, and attempt to gain the minimum criteria to move on to the high school rather than into the transitional program.

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 Student Services and may be reached by telephone at 501-843-3363.

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 (4:40)

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 (4:12)

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. 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 ~~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 or guardian 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 role (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, athletics and interscholastic activities), the publication of such information will be beyond the control of the district. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent/guardian or student if over the age of eighteen (18).

Parent/guardian or student eighteen (18) years of age or older who wishes to restrict the publication of such information can secure a form from the school's office. The form 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. 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.

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, grades 9-12, 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, Honors, & 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**.**

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.

RETAKING 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.) 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 may not be used to qualify for honors such as valedictorian, salutatorian, academic letters or medallions.**

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 with "A" or "B" or Advanced Placement English or college level English
2. Four (4) units of Math, including Algebra I and II, Geometry, and an advanced math 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 American Government / Civics
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

Note: Beginning with the class of 2011 the English requirement will include "honors level" or AP or College Level. Regular English, with a grade of "A" or "B", will not count toward the Honors Program designation beginning with the Junior class of 2009-2010.

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.

MINIMUM CORE CURRICULUM COURSES RECOMMENDED BY HIGHER EDUCATON

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. **Only** 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 American Government (not to include courses in practical arts).

Component Two: Core Curriculum Challenge Scholarship
English, Science, Math and Social Studies: Same as above
Foreign Languages: Two units in one foreign language.

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 12th grade year; and no grade with
a value point less than 3.0 for each semester, grades 9-11 and for the first semester of the 12th grade year.

To receive a medallion, a student must be enrolled at Cabot High School for two (2) of the last three (3) semesters.

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 the schools' offices.

FREE TEXTBOOKS (4:41)

Students in grades K-12 will be furnished textbooks. These textbooks will be issued to the student upon enrolling in each class. Students are responsible for the proper use of these books.

A set of books, for the core content classes, will be issued to each secondary student. This set of books is for the student to keep and use at home until the end of the school year or until the student withdraws from school, if the withdrawal comes prior to the end of the school year.
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.

SECTION 5
FORMS

FORMS

The following forms are available in the school offices:

- Student Internet use Agreement
- Objection to Publication of Directory Information
- Objection to Physical Examinations or Screening (see the school nurse)
- Objection to Corporal Punishment
- Smart Core Informed Consent Form

SMART CORE INFORMED CONSENT FORM *(sample)*

Name of Student _____

Name of Parent/Guardian _____

School _____

School Address _____

District: Cabot Public School District

I have been informed of the Smart Core curriculum and the required course of study for graduation as well as the optional Common Core curriculum and course of study for graduation. This document indicates my choice of curriculum and course of study for graduation for the above named student.

Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship

Mark the choice selected with a checkmark:

_____ I select Smart Core (22 units)

English - 4 units

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

Oral Communications - ½ unit

Mathematics - 4 units

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of: Transition to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advance Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable.)

Natural Science - 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 - 3 units (years)

- Civics orCivics/AmericanGovernment
- World History
- U.S. History

Physical Education - ½ unit (½ year)

Health and Safety - ½ unit (½ year)

Fine Arts - ½ unit (½ year)

Career Focus – 6 units

_____

Parent/Guardian Signature Date

_____

School Official Signature Date

_____I select Common Core (22 units)

English - 4 units

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

Oral Communications - ½ unit (½ year)

Mathematics - 4 units (years)

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- Comparable concurrent credit college courses may be substituted where applicable

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

Science - 3 units (years)

- At least on (1) unit of Biology
- A Physical Science

Social Studies - 3 units (years)

- Civics or government – ½ unit (½ year)
- World History – 1 unit (year)
- U.S. History – 1 unit (year)

Physical Education - ½ unit (½ year)

Health and Safety - ½ unit (½ year)

Fine Arts - ½ unit (½ year)

Career Focus – 6 units

_____

Parent/Guardian Signature Date

_____

School Official Signature Date

Notes