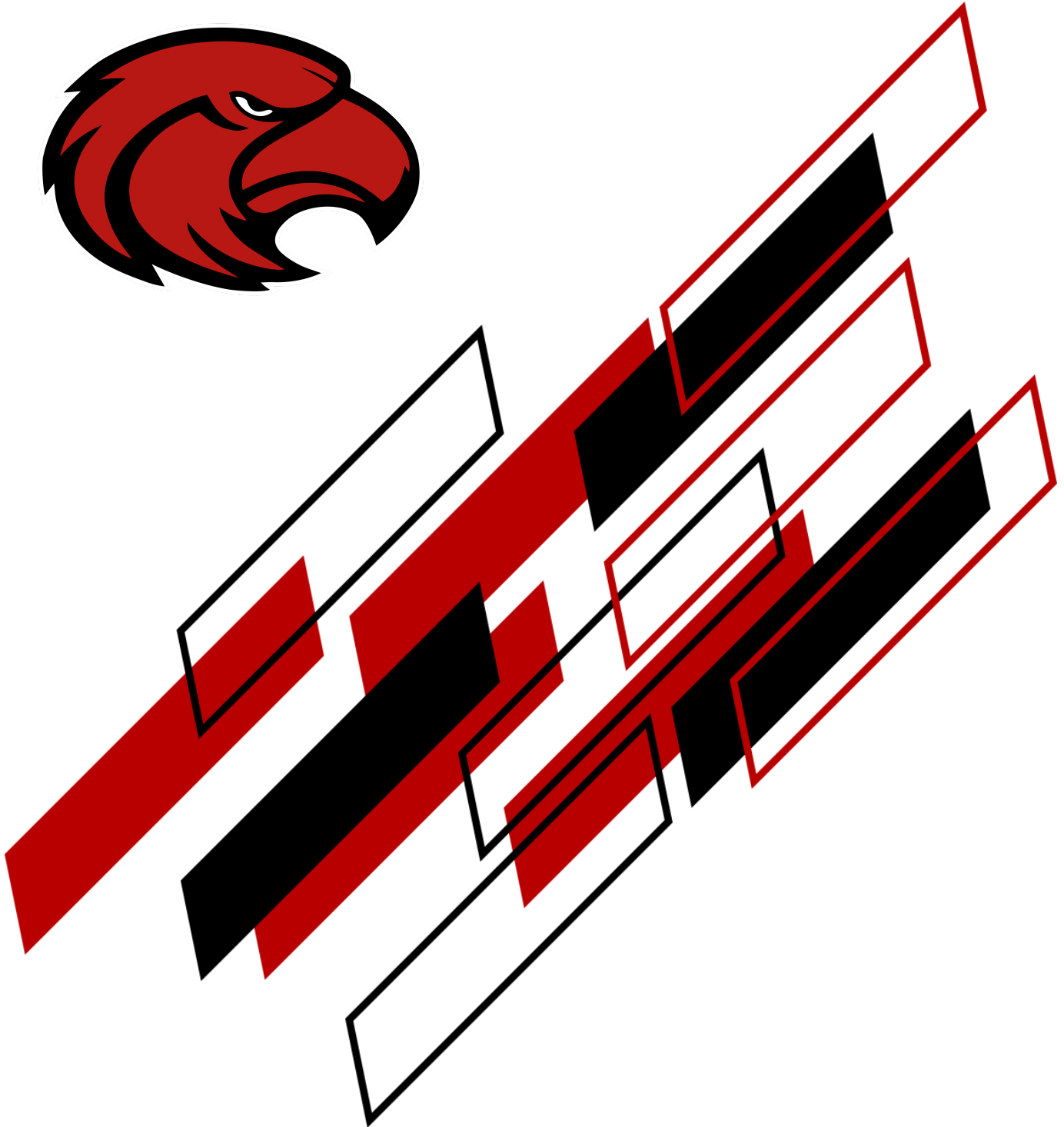


2026-2027
CUTTER MORNING STAR
HIGH SCHOOL
PARENT – STUDENT HANDBOOK

Come Soar With Us!



Cutter Morning Star High School

2801 Spring Street

Hot Springs, AR 71901

501-262-2414

Home of the Eagles!

Dr. Lance Campbell, Superintendent

Karen Heatherly, Principal

District Website:

<https://eaglesnest.sslsvc.com/>

District Calendar Apps

Apple:

<https://apps.apple.com/us/app/cutter-morning-star-ar/id1067331676?ls=1>

Google play store:

<https://play.google.com/store/apps/details?id=com.apptegy.cms>

Arkansas Department of Education

<http://arkansased.org/>

CMH HS Families,

Welcome to the 2026–2027 school year at Cutter Morning Star High School! I could not be more excited to serve your student and your family as your principal. We at Cutter Morning Star are committed to providing a safe, supportive, and challenging educational environment that fosters the intellectual, creative, and personal growth of all students. Our goal is to have every student college, career, and life ready by the time they graduate from Cutter Morning Star, and we are prepared to provide the environment to do just that.

This handbook was written in collaboration with teachers, families, and administrators, along with school staff and our school resource officer. By involving so many stakeholders we are able to examine policies from multiple perspectives to determine how to best serve and protect our students.

We believe every student has the potential to succeed and reach their full potential, both academically and personally. To support this, we have set high academic standards and behavior expectations for all students. We encourage all guardians and students to read this handbook thoroughly and make note of any updates and/or changes to policies or procedures.

By working together – students, parents, teachers, and staff – we will continue the positive work Cutter Morning Star is known for, and we will create a school community where everyone feels safe, supported, and challenged to succeed.

I am excited about the upcoming school year and all the opportunities it will bring for growth, learning, and achievement for our entire school community. Let's make it the best year!

Karen Heatherly
Principal
Cutter Morning Star High School
Go Eagles!



Calendar

Cutter Morning Star Schools | 2026-2027 CALENDAR

JULY '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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AUGUST '26						
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30	31					

SEPTEMBER '26						
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OCTOBER '26						
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NOVEMBER '26						
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DECEMBER '26						
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CALENDAR KEY						
Teacher PD Days						
First/Last Day of School						
No School						
Parent-Teacher Conferences						
Make Up Days/No School Days						
End of the Quarters						

IMPORTANT DATES						
<u>August</u>						
Aug. 3-6, and 10 - Teacher PD Days						
Aug. 10 - Open House						
Aug. 12 - First Day of School						
<u>September</u>						
Sept 7 - Labor Day - No School						
Sept 17 - Full instructional day; PT Conf 3:30-6:30						
Sept 18 - PT Conf 9:00-12:00 - No School						
<u>October</u>						
Oct. 5 - 9 - Fall Break						
Oct. 16 - End of 1 st Quarter						
Oct. 19 -Teacher PD Day/ No School						
<u>November</u>						
Nov. 23-27 - Thanksgiving Break						
<u>December</u>						
Dec. 18 - End of 2 nd Quarter						
Dec. 21- Jan. 1- Christmas Break						
<u>January</u>						
Jan. 4 - Teacher PD Day/No School						
Jan. 18 - MLK Day/ No School						
<u>February</u>						
Feb. 4 - Full instructional day; PT Conf 3:30-6:30						
Feb. 5 - PT Conf 9:00-12:00 - No School						
Feb. 15 - 17 - Winter Break						
Feb. 18 - 19 - Make-Up Day/No School						
<u>March</u>						
Mar. 16 - End of 3 rd Quarter						
Mar. 22 - 26- Spring Break						
Mar. 29 - Make-Up Day/No School						
<u>May</u>						
May 25 - End of 4 th Quarter/Last Day of School						
October 16: End of 1 st Quarter 264 Hours/44.08 Days						
December 18: End of 2 nd Qtr. 251.55 Hours/41.93 Days						
March 16: End of 3 rd Quarter 283.8 Hours/47.3 Days						
May 25: End of 4 th Quarter 283.8 Hours/47.3 Days						
Total: 1,083.6 Hours/180.6 Days						
Inclement weather days will be made up in this order: (February 18, 19, March 29, May 26-27)						
The Superintendent and School Board shall have the authority to amend the calendar in the event of excessive days missed.						

Alternate Calendar 1068 Hours Required

Elementary: 7:35-2:50

High School: 7:30-2:55

Approved December 17, 2025

Revised April 30, 2026

JANUARY '27						
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FEBRUARY '27						
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28						

MARCH '27						
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APRIL '27						
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MAY '27						
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JUNE '27						
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TABLE OF CONTENTS

<u>HANDBOOK POLICY</u>	7
<u>ADMISSION POLICY AND REQUIREMENTS</u>	7
<u>SCHOOL CHOICE</u>	12
<u>HOME SCHOOLED STUDENTS</u>	14
<u>ATTENDANCE AND ABSENTEE PROCEDURES</u>	18
<u>BOARD POLICIES SECTION</u>	26
<u>MEDIA USE RULES AND PROCEDURES</u>	30
<u>ACADEMIC DISHONESTY</u>	31
<u>ELECTRONIC DEVICE USE, INTERNET SAFETY, AND PENALTIES</u>	35
<u>POSSESSION AND USE OF ELECTRONIC DEVICES</u>	38
<u>WEBSITE AND VIDEO SURVEILLANCE</u>	44
<u>EQUAL EDUCATION OPPORTUNITY</u>	44
<u>SECURITY</u>	46
<u>ACADEMICS</u>	47
<u>REPORT CARDS AND PROGRESS REPORTS</u>	53
<u>SEMESTER EXAMS</u>	58
<u>ALTERNATE LEARNING ENVIRONMENT</u>	59
<u>PARENTAL INVOLVEMENT</u>	63
<u>EXTRACURRICULAR ACTIVITIES</u>	64
<u>DRUG SCREEN TEST POLICY</u>	66
<u>SCHOOL SPONSORED TRIPS AND ACTIVITIES</u>	73
<u>STUDENT SERVICES</u>	75
<u>STUDENT RECORDS</u>	77
<u>HEALTH AND MEDICATION POLICIES</u>	83
<u>DISCIPLINARY POLICY AND PROCEDURES</u>	89
<u>STUDENT EXPECTATIONS</u>	91
<u>SEARCH, SEIZURE, AND INTERROGATIONS</u>	110
<u>DRESS CODE</u>	114
<u>CAFETERIA POLICIES AND PROCEDURES</u>	121

DISTRICT CORE BELIEFS

We believe in educating each child with compassion, rigor and innovation in a safe and connected community.

We are a team of dedicated learners, sharing in and contributing to the learning process.

DISTRICT VISION STATEMENT

We envision a district where staff and students are:

- Continuously learning and achieving
- Developing and practicing resilience to overcome ANYTHING.
- Receiving unconditional support

DISTRICT MISSION STATEMENT

Eagles: Empowered, Encouraged, Educated, Every Day.

STUDENT HANDBOOK POLICY

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

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

Principals and counselors shall also review —CURRICULUM AND GRADUATION REQUIREMENTS and the current DESE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the principal and/or counselor shall notify the superintendent and curriculum coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

ADMISSIONS POLICY AND REQUIREMENTS

4.2—ENTRANCE REQUIREMENTS To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

To enroll in a school in the district, the child must be a resident of the district as defined in the district policy (4.1—RESIDENCE REQUIREMENTS) and meet the criteria outlined. In accordance with —HOMELESS STUDENTS will be accepted as a transfer student under provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Act 29 of 2009 states that for the 2011–2012 school year and afterwards, students may enter kindergarten if they 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 at 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 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 parent or legal guardian agrees with the placement in the first grade, otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a district school if the child will attain six (6) years of age 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 (6) years of age during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the district from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the district to determine their appropriate grade placement.

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

Prior to the child's admission to a 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 Elementary and Secondary 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 birth Certificate
 - A statement by the local registrar or a county recorder certifying the child's date of birth
 - An attested baptismal certificate
 - A passport
 - An affidavit of the date and place of birth by the child's parent or guardian
 - United States military identification
 - 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. The Board of Education reserves the right, after a hearing before the board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
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 State Department of

Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

International Exchange Students

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

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

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

Be certified by the Council on Standards for International Educational Travel;

Provide documented proof of the international exchange student’s English proficiency; and

Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

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

Upon an international exchange student’s arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control And Prevention.

International exchange students are expected to follow the District handbook and student code of conduct as the District has the authority to expel a student for violations of the school district’s written student discipline policies or if the international exchange student presents a danger to the District’s students or employees.

Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District’s results on the statewide assessments.

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

Attendance Requirements

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 the district shall enroll and send the child to a district school except when

1. the child is enrolled in a private or parochial school.
2. the child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before October 1 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 district administrative office.
4. the child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. the child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. the child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).

The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state 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 school district and to all persons between those ages who have been legally transferred to the district for education purposes.

Residence Requirements

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

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

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 district and to all persons between those ages who have been legally transferred to the district for educational purposes. An exception will be made for students who attend Cutter Morning Star and his or her parents move out of the district or a non-custodial

parent who lives outside of the district is given custody. Students in these situations will be permitted to continue to attend Cutter.

If a student's primary residence is on an undivided land the student's principal place of residence is located partially in one (1) school district and partially in another school district. the student shall be eligible to attend in either of the school districts in which the tract of land or principal place of residence is located regardless of the location of the home on the property.

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 purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the district's schools separate and apart from his or her 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. *

Under instances prescribed in A.C.A. 6-18-203, a child or ward of an employee of the district or of the education co-op to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Note: *State law gives DHS the authority to waive residency requirements for foster children under certain circumstances.

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 the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes. (ACT 633)

Any person who knowingly gives a false residential address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars.

Any violations of this ACT 633 will be turned over to the prosecuting authority.

Displaced and/or Homeless Students

The Cutter Morning Star School District will afford the same services and educational opportunities to students who qualify under the provisions of the McKinney-Vento Law as are afforded to non-displaced and/or homeless students. Displaced and homeless students will be immediately enrolled, regardless of whether application or enrollment requirements can be met.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular and adequate nighttime residence and are:

- sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.
- living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.

- living in emergency or transitional shelters.
- abandoned in hospitals.
- have a primary nighttime residence that is a public or private place not designed or ordinarily used as a regular sleeping accommodation for human beings.
- are living in cars, parks, public space, abandoned buildings, substandard housing, bus or train stations.

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

STANDARD SCHOOL CHOICE

Definitions

"Lack of capacity" means, based on the maximum student to teacher ratio allowed under federal law; state law; the Rules Governing the Standards for Accreditation for Arkansas Public Schools and School Districts; state rules; or other applicable federal regulations, that ninety-five percent (95%) or more of the seats at the grade level in which the student would be assigned at the nonresident school are filled on the date the school choice application is made.

"Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

The superintendent will consider all applications for school choice postmarked no later than June 1 preceding the fall semester the applicant would begin school in the district. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application no later than the 1st calendar day following the receipt of an application.

The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District or school has a lack of capacity

The district shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice Program. The public announcements shall state the application deadline and the requirements and procedure for participation in the program. Such announcements shall be made in the spring, but in no case shall it be later than June 1.

When considering applications, priority will be given to applications from siblings or step siblings residing in the same residence or household of students already attending the district through school choice.

The district may reject a nonresident application for admission if its acceptance would necessitate the addition of staff or classroom, exceed the capacity of a program, class, grade level, or school building, or cause the district to provide educational services not currently

provided in the affected school. The district shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the district's schools.

Military Children

Students whose parent or guardian resides on a military base may request for a school choice transfer at any time during the calendar year in which the student intends to transfer.

This transfer will be effective upon the approval of the accepting school, with the CMS School Board at its next regularly scheduled meeting.

Student Transfers

The Cutter Morning Star School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis. The district may reject a non resident application for admission if its acceptance would necessitate the addition of staff or classrooms exceeding 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.

Prior to a child's admission to Cutter Morning Star School District, the parent, guardian or other persons who have the legal right to enroll the child, shall indicate any type of discipline action and/or is the subject of a FINS petition or any other court orders. The Board of Education reserves the right not to allow any student who has been expelled from another district to enroll as a student until the time of expulsion has expired.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from homeschool or a school that is not accredited by the Department of Education to a district school shall be evaluated by district staff to determine the student's appropriate grade placement.

The responsibility for transportation of any nonresident student admitted to a school in this district shall be borne by the student or the student's parents.

See 4.5F—SCHOOL CHOICE CAPACITY RESOLUTION for further information.

HOME SCHOOLED STUDENTS

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 at:

- at the beginning of each school year, but no later than August 15.
- Five (5) school 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.
- within 30 days of the parent or legal guardian establishing residency within the district during the school year.

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 the name, date of birth, grade level, and the name and address of the school last attended, if any; the location of the home school; the basic core curriculum to be offered; the proposed schedule of instruction; 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 home-schooling their children shall provide information which might indicate the need for special education services.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the district is eligible for enrollment in a home school during the school year after:

- The items, resources, supplies, materials, or other property belonging to the district have been returned to the district:
- The items, resources, supplies, materials, or other property belonging to the district have been paid for: or
- The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other district property.

Enrollment in Academic Courses

Student(s) who attend a private school or a homeschool may enroll in an academic course(s) if the student(s) resides in the Cutter Morning Star school district.

Extracurricular Activities Eligibility

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the district shall post on its website its schedule of interscholastic activities, including sign- up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Home-schooled students whose parents or guardians are not legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the district if:

- o The superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities as the District; or
- o The student's resident school does not offer the interscholastic activity and the superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity. s

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer. A student who transfers after June 1 of the year the student enters grade seven, shall complete a Changing Schools Athletic Participation form as defined by AAA, which must be signed by the:

- o Superintendent of the student's resident school district
- o Superintendent of the nonresident school district to which the student transfers; and
- o Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student

The completed Changing Schools/ Athletic participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing School Athletic Participation Form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.

The district shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form to his/her child's school's principal before the signup, tryout or participation deadline established for traditional students. The parent or guardian must also show proof of the last standardized test whether it be IOWA, Benchmark, SAT 10, End of Course, etc., showing a score of at least 30%. The superintendent shall approve those applications which meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements.

Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student whose application has been approved; who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one non-academic course in the district's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school. Home-schooled students shall meet the same enrollment criteria as are required for traditional students in RESIDENCE REQUIREMENTS and ENTRANCE REQUIREMENTS, and the parent or guardian's shall sign a form acknowledging receipt and understanding of the school's student handbook and to be bound by the applicable portions thereof.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from interscholastic activities on the same basis as other students are transported.

A homeschool student may begin participating in an interscholastic activity immediately upon being approved to participate by the district if:

- o The home school student has not withdrawn from an Arkansas Activities Association member school; or
- o The student has withdrawn from an AAA member school and enrolled in a home school, but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the student withdrawal from the AAA member school.

A student who withdrew from an AAA member school who participated in an interscholastic activity that is a varsity sport at the student's resident district during the previous three hundred sixty-five days shall not be eligible to immediately participate in an interscholastic activity that is a varsity sport in the district. The student will not become eligible for full participation until the completion of the three hundred sixty-five day period from when the student withdrew. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five day period from when the student withdrew.

Activities Association

In addition to the foregoing rules, the district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in extracurricular activities who are enrolled in school. As a matter of district policy, no student may participate in an extracurricular activity unless he or she is enrolled in a district school and enrolled in at least one (1) academic class, to ensure all students are eligible for AAA catastrophic insurance.

AAA Governed Activities

Students participating in interscholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable interscholastic activity. The district will abide by the AAA Handbook for such activities to ensure district students are not disqualified from participating in interscholastic activities.

Non-AAA Governed Activities

Unless made ineligible by district policies, all students shall be eligible to participate in non-AAA governed interscholastic extracurricular activities. Interscholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

ATTENDANCE AND ABSENTEE PROCEDURES

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as adults. 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.

"Parent" for Compulsory Attendance

Arkansas code concerning attendance requirements for children between the ages of five (5) and seventeen (17) is amended to add to those under which there is a penalty for noncompliance regarding school attendance requirements:

- Every parent
- Legal Guardian
- Person having lawful control of the child, or
- Person standing in loco parentis

Educational Neglect to Include Custodians

Custodians of a child are now included with parents and guardians concerning educational neglect, and reports of educational neglect made to the Child Abuse Hotline

Studies show students are most successful when they attend school every day. We understand that there are times, due to illness, legal appointments, or personal reasons, when students may be absent from school. The following outlines what are considered excused and unexcused absences, the limit on unexcused absences, and how parents and guardians need to respond to absences. Excessive absences can be detrimental to your child's education. Children should be at school every day and on time. If absences become excessive, parents will be referred to a counselor and/or juvenile court.

Students entering school after 7:40 a.m. must sign in at the office and obtain an admittance slip to be given to that period's teacher. Any student will be considered tardy if arriving after the 7:30 a.m. bell, and considered absent if arriving 25 minutes late to any class.

It is of great importance for students to make up work missed during an absence.

Excused Absences

Excused absences are those where a 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 the

day he/she returns to school from the parent or legal guardian, stating such reason. The parent or guardian has **5 days** from the date of the absence to turn in any written or medical excuse.

★ ***A maximum of six (6) days will be allowed, per semester, with a written statement.***

For the absence to be considered **excused**, the student must:

- a. Bring a written statement to the principal or designee within **5 days** of the student's return to school from the student's parent or legal guardian or treating physician stating the reason for the student's absence: or
- b. If the student is attending the district's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the district's digital course management platform for review by the principal or designee.
- c. Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.

A written statement presented or uploaded for an absence having occurred more than five (5) school days before its presentation or upload will not be accepted.

Absences are excused when:

1. The student's illness and attendance could jeopardize the health of other students. A maximum of six (6) such days is allowed per semester unless the condition(s) causing such absences are of a chronic or recurring nature, are medically documented, and approved by the principal.
2. There is a death or serious illness in their immediate family.
3. Observing recognized holidays based on the student's faith.
4. Attendance at an appointment with a government agency.
5. Attendance at a medical appointment.
6. Exceptional circumstances with prior approval of the principal.
7. Participating in a club, or school-sponsored athletic or academic activity.
8. Participating in the election poll worker program for high school students.
9. Absences are granted to allow a student 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. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

11. Absences of students excluded from school by the Arkansas Department of Health during a disease outbreak, because the student has an immunization waiver, or whose immunizations are not up to date.
12. Absences due to pregnancy and parenting, including but not limited to:
 - o Labor, delivery, and recovery.
 - o Prenatal and postnatal medical appointments and other medically necessary pregnancy-related
 - o Absences.
 - o The illness or medical appointments of a child belonging to a parent who is enrolled in a District School.
 - o A legal appointment related to pregnancy or parenting, including or not limited to Adoption, custody, and visitation.
 - o A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the district's campus.
 - o At least 10 school days of absences for both a parenting mother and a parenting father after the birth of a child.

Up to one time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.

13. Absences for a student who is the child of a fallen service member or fallen first responder:
 - a. Due to a mental health concern, or
 - b. To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders, or provides support for traumatic loss, grief, or resiliency.
14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:
 - a. Social or public policy advocacy; or
 - b. Attempts to influence legislation or other governmental policy-making at the local, state, or federal level.

Absences not defined above or not having an accompanying note from the parent, or legal guardian, person having lawful control of the students, person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program or have an accompanying note that is not present or uploaded within the timeline required by this policy, shall be considered as unexcused absences. **Students with 6 unexcused absences in a course, in a semester, may not receive**

credit for that course. At the discretion of the principal, after consultation with persons knowing the circumstances of the absences, the student may be denied promotion. Excessive absences shall not be a reason for expulsion or dismissal of a student. When a student has **two (2) unexcused absences**, his/her parents, legal guardians, persons with lawful control of the student, or persons in loco parentis shall be notified. Notification shall be by telephone or regular mail.

The following steps will be taken as absences are accumulated each semester:

- (a) 2nd unexcused absence - Parent Letter
- (b) 4th unexcused absence - Parent Letter
- (c) 6th unexcused absence - FINS petition will be filed with the juvenile court

Whenever a student collects **6 unexcused absences** in a semester, the district shall notify the prosecuting authority, and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

Per Act 1322 of 2013, Cutter Morning Star will categorize all absences as either excused or unexcused. A written note is required for an absence to be classified as excused.

To earn credit in a class, a student must be in attendance until the end of the semester and fulfill all class requirements.

Students will be in class for the entire time. When a student is absent for more than half of the class, they will be considered absent.

Excessive absences shall not be a mandatory basis for denial of promotion or graduation but shall be considered with other factors, including, but not limited to, reason for absences, performance on standardized tests, and grades earned during the school year. We stress the importance of regular attendance. Frequent absences affect the scholarship and endanger the level of achievement normally attained. In addition, credit standing may be threatened, forcing repetition of the class or grade. If credit standing is threatened, special arrangements may be granted by the school administration. The arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement. The school administration, guardian, and student must sign the arrangements.

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

Students who receive **out-of-school suspensions will have those days counted as unexcused absences.**

Students with 6 or more unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal's evaluation of the unexcused absences, the

student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

Students with 6 or more unexcused absences may have their driving privileges revoked at the discretion of the building principal. AR 6-18-2222

College Visitation Days

Seniors and juniors may apply for "College Days" for the purpose of visiting a college or university that they may be interested in attending. College days can be applied for through the counselor's office. College visits must be pre-arranged with the counselor before visiting. Seniors may take up to two (2) college days, and juniors may take one (1) during the school year. The student will be required to bring proof of the visit back to the counseling office in the form of a signature of an official at the college visited.

If a student does not follow all requirements for obtaining a college day, the absence can be counted as an unexcused absence. Any student who has served in ISS or OSS must get permission from the principal to attend college days.

College days will not be granted to anyone after Spring Break. Approved college days will be coded as school business for attendance purposes when documentation of the visit is received.

Tardy Policy

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. A student who arrives 30 minutes late to a class period, without a valid excuse from the administration, will be considered absent from class for that period.

Excused Tardy –

- School Bus is Late
- Staff member detains a student after class
- The school program runs late

A pass will be issued to a student by the staff member if they have detained the student, or by the office in the case of a late bus or program.

Unexcused Tardy – Students will be considered late and incur an unexcused tardy for any reason not listed above as excused. A tardy list will be generated weekly, and appropriate consequences will be assigned.

- 2-3 unexcused – Warning. The teacher will notify the parent/guardian
- 4-7 unexcused – 1-4 days After School Detention. A member of Administration or Counselor will notify the parent/guardian.
- 8+ unexcused will require a mandatory parent meeting and 1-3 days ISS

The Building Principal reserves the right to administer alternative discipline for tardiness. After-school detention will be supervised by a school designee. Students will receive a reminder

to take home if they have been assigned. Failure to report for an assigned Detention may result in an In-school or Out-of-School Suspension.

To be eligible for perfect attendance, a student must be present every minute of every school day.

*Unexcused Tardies will affect the eligibility of students 9-12 to be exempt from semester exams. See Semester Exam Policy on page 52.

CMS Attendance Policy for Virtual (4.7.1)

For STUDENTS to be counted Present for any virtual Classes:

General Guidelines and Expectations:

1. All Virtual Students must log into their Virtual Classes each day.
2. All Virtual Students must communicate in some way with their teacher (teachers) each day. This could be an email, a post, a virtual meet, etc.
3. All Virtual Students must attempt to do their assignments as directed by their teacher (teacher) each day.

*The Building Principal has the discretion to determine if a student should be counted absent based on the above criteria.

*More specific guidelines and expectations may be added by grade level or courses as we continue to advance our virtual learning program.

Failure to comply with the guidelines of the virtual attendance policy in combination with failing 2 or more courses (grades 3-12 or performing below grade level standards for K-2) will result in a FINS petition being filed with the juvenile court.

In addition, students not meeting those expectations will be required to return to school for on-site instruction.

Extracurricular Attendance

Students who miss school for one or more periods during the school day and want to compete in an extracurricular competition must have a medical note, turned in to the principal that day for the missed periods, or they must have approval from the principal. Approval from the principal will be at his or her discretion. Failure to provide a medical note when the student returns to campus or receive approval from the principal will result in the student being ineligible for competition that day.

Check-Out/Check-In Procedures

All students, including seniors, must check in and check out through the principal's office. A parent/guardian signed note with date, time of check-out, and reason for leaving campus must be submitted for each time the student checks out. Parental/guardian phone permission given

to an administrator/designee may be sufficient for student release. The early dismissal form must be shown to the supervising teacher before the student can be released from class. Students may check out by note or phone for medical/dental appointments, funerals, illness, or an emergency. Check-outs are considered absences. Proper documentation must be presented upon returning to school. Attendance policy applies.

Food Deliveries

Students may not check out of school by permission from anyone other than parents or legal guardians, unless specific written instructions from the parents/guardians regarding designated approved adults are on file in the principal's office prior to check-out. It is the responsibility of the parent/guardian to make the school aware of any legal proceedings affecting student check-outs. By law, school grounds are not to be used as custodial exchange sites (AR Code 9-13-104).

Students may not leave campus to run approved school errands unless prior parental permission and/or approval is given in writing and presented before check-out occurs.

Cutter Morning Star High School is a closed campus facility. This is a state law. (Regulatory Authority: 7 CFR 210.16a Index Code EF) A profit-making business is prohibited from delivering food orders to any students anywhere on the school campus.

A student's parent or legal guardian may deliver lunch to their child by placing it on the designated table in the school foyer. All lunches must be clearly labeled with the student's name.

Parents and legal guardians may only provide food for their own students. Food may not be delivered to other students/groups of students.

To help ensure your child receives the lunch, please communicate with them before the school day begins if you plan to deliver food. To minimize disruptions to instruction, school staff will not call students out of class to notify them that a lunch has been dropped off.

Students are responsible for picking up their delivered lunch, and the school cannot guarantee that a student will receive a lunch that has been left in the foyer.

Make-Up Work

Make-up work is the responsibility of the student, not the teacher. No credit shall be given for work not made up.

The student shall be allowed one (1) day for each consecutive day's absence to turn in make-up work. For example, for one day's absence, a student will be given one day from his/her return to school following the absence to turn in make-up work. For a two-day absence, the student will be granted two days from his/her return to school. Individual teachers may allow more time if circumstances warrant. This policy does apply to school trips or functions.

Students who miss school due to an excused 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 during the class period with each teacher.
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 that 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.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

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

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

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

- o Retaking a semester at the district school where the student is enrolled;
- o Participating in an online course credit recovery program;

- o Being granted six weeks to continue at the same pace and finish the semester at a later date; provided that the student may:
 - o Complete the student's coursework within the current school year; or
 - o Attend previously scheduled summer school classes made available by the district where the student is enrolled; and
- o Receiving home-based instruction services.

Late Work Policy

At Cutter Morning Star, completing assignments is an important part of learning. While meeting deadlines helps students develop responsibility and time-management skills, we also recognize that circumstances may sometimes prevent work from being submitted on time.

Expectations for Late Work

Students are expected to submit all assignments by the teacher's established due date.

Assignments submitted after the due date may receive a grade reduction at the teacher's discretion.

The amount of the deduction may vary based on the length of time the assignment is late and the nature of the assignment.

Students are encouraged to communicate with their teacher as soon as possible if they anticipate difficulty meeting a deadline.

Opportunity to Earn Credit

Late assignments may be submitted for partial credit up until the date of the related summative assessment (unit test, project, performance task, essay, or other major assessment).

Students who submit late work before the summative assessment will receive feedback and a grade that reflects both the quality of the work and any applicable late penalties.

After the Summative Assessment

Once the summative assessment for a unit or learning cycle has been administered, teachers are not obligated to accept any remaining late assignments associated with that unit.

Because instruction and assessment move forward, students should make every effort to complete and submit assignments before the summative assessment date.

Extenuating Circumstances

Teachers and administrators may consider exceptions for documented absences, medical situations, family emergencies, or other significant circumstances on a case-by-case basis.

Our goal is to support student learning while maintaining high expectations for responsibility, preparation, and academic growth.

CMS SCHOOL BOARD POLICIES SECTION

Office Telephone

The phone in the school office is for business use. Permission to use the phone may be granted for reasons of emergency only. Messages will be taken by the principal's office and delivered if urgency warrants. Classes will not be disturbed to deliver messages except in cases of emergency.

School Closings

Be sure provisions are made for your child if school must be dismissed early for emergencies such as inclement weather. When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to Hot Springs radio stations and television stations, such as Channels 4, 7, and 11 to learn of school closings. Recorded telephone messages from the district will be delivered to each student's home telephone number when school is canceled for any reason.

Emergency Drills

Fire, tornado, and lock down drills will be held on a periodic basis as prescribed by law. School signals and procedures to follow in these emergency situations have been planned and will be practiced. When the signal is given, all students are to rise calmly and follow the approved exit route from the room. During drills, the students will WALK quickly (never run), remain silent, and follow the teacher's instructions.

The CMS Schools shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year. Other types of emergency drills may also be conducted. Parents and guardians will be notified by School Reach in the event of an emergency involving the students while at the elementary/high school.

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

All other emergencies will be handled on a case-by case basis. The principal shall be the coordinator in emergency situations. A response team will be appointed each year in order to update emergency procedures based on the Cutter Morning Star School District Crisis Plan.

In case of an emergency situation, roads entering the school may be blocked for safety. Parents will be notified by telephone messages with information regarding where and when students may be picked by parents/guardians. The FEMA Shelter/Safe Room that is located on the lower level of the high school building is the designated Information-Reunion Center. Students must be signed out by the parent or guardian before leaving.

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

Students who ride school buses shall also participate in emergency drills at least twice each school year.

Other types of emergency drills may also be conducted to test the implementation of the district's emergency plans in the event of violence, terrorist attack, natural disaster, or other emergency, or the district's emergency communication channel with law enforcement.

National Anthem

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

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

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

Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance shall be recited:

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

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the

Pledge. Students choosing not to participate shall stand or sit quietly while the other students recite the Pledge.

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

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

(1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

Parental Contact

To help promote positive communication, parent/teacher conferences shall be held once each semester.

Parents or guardians are urged to arrange extra conferences with any of their student's teachers when a meeting of this kind can benefit the student or the parent. Students are welcome to conference with teachers or administration at any time the schedule will allow. To arrange a conference, please call the school principal or the teacher.

Classroom Visitation

Parents/guardians may make an appointment to visit the school during school hours. In the interest of safety, parents/guardians must have prior approval of the classroom teacher and administration before being allowed to observe a particular class or subject.

Visitors On Campus

All visitors to the school will stop by the principal's office for approval when they arrive on campus. Student visitors during school hours are strongly discouraged. Unauthorized visitors must leave the campus. Failure to comply will result in the notification of legal authorities.

Law Governing Contact With Students At School – ASBA

4.15—CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court

ordered “no contact” or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may, to extend authorized by the court order, eat lunch, volunteer in their child’s classroom, or otherwise have contact with their child during school hours and the prior approval of the school’s principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstance.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District’s schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student’s building principal.¹ Unless a valid no-contact order has been filed with the student’s principal or the principal’s designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

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

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

Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

Note: 1 This sentence is based on language in A.C.A. § 9-13-104 (b) and is NOT required. School administration should ALWAYS decline any involvement in the fight between parents over whose day it is to pick up the student. The school's interest is that A PARENT or an individual authorized by a PARENT checks the child out or picks the child up, not that the "right" parent checks the child out on the "right" day.

Legal References: A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

MEDIA USE RULES AND PROCEDURES

While the district recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the district's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.

2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator on the basis of; grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use, sexual misconduct, conduct that is otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
 - are obscene as to minors;
 - are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - constitute an unwarranted invasion of privacy as defined by state law;
 - suggest or urge the commission of unlawful acts on the school premises;
 - suggest or urge the violation of lawful school regulations;
 - attacks ethnic, religious, or racial groups; or
 - harasses, threatens, or intimidates a student.

ACADEMIC DISHONESTY

Cheating, Plagiarism, and the Use of AI

Cheating on homework, classwork, and tests cannot be tolerated if each student is to be evaluated and graded according to his/her own abilities and efforts. Any student who allows another student to look on or copy his/her work shall be deemed to be cheating. Any student who has in his/her possession a "cheat sheet," looks on or copies another student's work, uses any unauthorized device to acquire correct responses, talks after being told not to, or otherwise gains an unfair advantage over other students shall be deemed to be cheating. Plagiarism, copying or using the words or ideas of another person without crediting the source, including, but not limited to AI, such as Chat GPT and similar services, shall be deemed to be cheating. Plagiarism and the use of AI is to be avoided by appropriate use of summary, paraphrase, quotation, and crediting of all sources.

Consequences

1. The first time a student is caught, he/she will receive a "0" grade for that project, assignment, or test, a disciplinary referral, and the parent/guardian will be notified.

2. The second offense will result in a "0" grade for that assignment and will receive 2 days ISS at the principal's discretion.
3. The third time a student is caught; he/she will receive an "0" grade in that class for that grading period, a parent/teacher conference will be required, and 2 days of ISS.
4. A fourth offense may result in a 2 day OSS (out of school suspension) from school and a failing grade in that class at the discretion of the principal.

Use of Copyrighted Work in Face-to-Face Classroom

The CMS School Board encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the superintendent, or designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

Use of Copyrighted Works in Digital Transmissions

"Class session" means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- the date set by the teacher for an assignment to be submitted; or
- the date on the school calendar for the end of classes.

"Course packs" are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

"Mediated Instructional activities" includes textbooks, workbooks, and course packs.

"Transmission" is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

The district recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the district's teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The district is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional federal requirements.

The district shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The district's informational technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
 - each student shall have a unique ID and password for accessing digital courses/materials, or
 - each course shall have a unique password to access course materials, and
 - the password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
 - the print function will be disabled;
 - a transparency shall be placed over any literary work, sheet music, or photograph;
 - audio and video transmissions will be set to be streamed; and
 - the link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy —DIGITAL LEARNING COURSES, as well as the following requirements in order to use a copyrighted work:

1. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - the entirety of a nondramatic literary or musical work may be used. A nondramatic literary work includes poems and short stories. A nondramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - dramatic literary and musical works as well as videos may only be used in limited portions. dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is

directly related to the subject of the class session and may not be transmitted in their entirety.

- still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - works primarily produced or marketed for use in the digital education market may not be transmitted.
 - works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - mediated Instructional activities may not be transmitted.
3. A statement that works may be subject to copyright and shall be placed in at least one of the following areas to provide notice to students of copyright status:
- course syllabus;
 - home webpage for the course;
 - webpage for the particular class session; and/or
 - webpage with the copyrighted work.

The teacher and the district librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

1. The amount converted is only the amount allowed by law; and
2. The district has no digital copy of the copyrighted work available; or
3. The district's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

The district will not be responsible for any employee violations of the use of copyrighted materials.

4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

“Artificial Intelligence (AI) Tools” means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools do not include the use of spell check or grammar check.

Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools

responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure. At no time shall Students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input.

When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;
2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

- Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;
- Altering or falsifying academic documents or records using AI tools;
- Using AI tools to:
 - Gain unauthorized access to District systems; or
 - Bypass District security measures;
- Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator.

Violations of this policy shall be handled in accordance with the District's disciplinary procedures for Academic Dishonesty.

ELECTRONIC DEVICE USE, INTERNET SAFETY, AND PENALTIES

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

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

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

Technology Protection Measures

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

- taken as a whole and concerning minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way concerning what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

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

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

Misuse of Internet

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

- the disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- the altering of data without authorization;

- disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- divulging personally identifying information about himself/herself or anyone else either on the internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- using electronic devices to access or create sexually explicit or pornographic text or graphics;
- using electronic devices to violate any other policy or in contrast to the Internet safety and electronic device use agreement.

Penalties for Improper Use

If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration for the punishment of students for violations of the policy with stiffer penalties for repeat offenders.

Any action (including theft, tampering, or damage) that results in the computer network being "down" will be dealt with depending on whether it is a major or minor offense, at the discretion of the principal. The consequences are threefold, including monetary restitution to repair or replace, disciplinary action, and consideration of appropriate legal action.

The punishment for an infraction of the "Student Technology Use Agreement" could fall anywhere between the minimum/maximum range listed below, depending on the number of infractions involved and/or the severity of the infraction.

1st Offense = Loss of all computer privileges for up to two (2) weeks except under direct supervision of a teacher in the classroom or the district computer labs and a possible discipline referral depending on severity

2nd Offense = ISS/placed on probation for the remainder of the semester including loss of computer privileges and internet access unless under direct supervision of a teacher in the classroom or in district computer labs.

3rd Offense = ISS, up to two days, and loss of all computer privileges on any Cutter Morning Star School District computer except under close supervision of a teacher in the classroom or in district computer labs. (The principal has the right to move to the third offense consequence at his/her discretion based on the severity of the offense.

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 cyberbullying awareness and response.

Chromebooks

Cutter Morning Star students will be using Chromebooks in their classes daily. Students will be asked to sign a contract of acceptable use and proper care of the device. Use of the device and internet is a strictly governed privilege of the student. Students are expected to adhere to the district's "acceptable use" policy. The district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice all usage of the Chromebook, network, and internet access as well as all information transmitted or received in connection with such usage.

Students in grades 7-12 will be issued Chromebooks for use at school. The parent/guardian will be asked to pay a non-refundable \$25 technology fee at the beginning of the year, for usage of the Chromebook. This premium is non-refundable and is important to cover damages (battery life, loss, etc.).

A student may check out a Chromebook to complete homework through the media center. Chromebooks may only be checked out one day at a time or for the weekend.

If any part of a Chromebook is broken, the student will be responsible for the cost of the repair. If the Chromebook cannot be repaired, the student will be responsible for the cost of the replacement.

There will be a fixed cost for repairing various parts of the Chromebook, as follows:

Broken Screen: \$50.00

Damaged/Missing Charger: \$30.00

Damaged Keyboard: \$60.00

Damaged/Missing Keys = Keyboard Replacement \$60.00

Damaged Hinge: \$15.00

Top or bottom lid replacement = complete device replacement \$250.00

Complete Device Replacement: \$250.00

Chromebook and Charger Replacement: \$280.00

If a student needs to borrow a charger, they must turn in their cell phone to the media specialist who will give it back to the student when they turn the charger back in.

In addition to the cost of repair, consequences for intentionally damaging a Chromebook shall be as follows:

1st offense: 3 days of In-School Suspension

2nd offense: 3 days of Out-of-School Suspension

4.47 POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Definitions:

“Emergency” means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

- An active fire;
- An active tornado or earthquake;
- An active shooter;
- An evacuation of school grounds; or
- A medical emergency

“Personal electronic device” means without limitation a:

- a. Cellular telephone;
- b. Paging device;
- c. Beeper;
- d. Mobile telephone that offers advanced computing and internet accessibility;
- e. Digital media player;
- f. Portable game console;
- g. Tablet, notebook, or laptop computer;
- h. Digital camera;
- i. Digital video or audio recorder;
- j. Smart watch; and
- k. Device that can connect and transmit data through Bluetooth technology.

“School day” means from the time students are required to be at school until the time students are dismissed from school.

“Special school events” may include:

- Activities held during the school day that occur outside of the standard in-class curriculum, which may include any of the following activities:
 - o Pep rallies;
 - o Interscholastic activities;
 - o Concerts and performances;
 - o Art shows and science fairs;
 - o School sponsored events held off campus; and
 - o Graduation ceremonies; or
- Regular school activities where the public is invited.

The use and misuse of personal electronic devices has become a serious problem that threatens the ability of district schools to properly and efficiently operate their education

program. The CMS School Board shall restrict student use and possession of personal electronic devices, following Arkansas' *Bell to Bell, No Cell Act 122*, and ASBA Policy 4.47, so that the opportunity for learning in the district's schools may be enhanced.

Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The possession of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day;
- The possession of the personal electronic device is by a student enrolled in an endorsed concurrent enrollment course at an institution of higher education in order to utilize two-factor authentication to access course work and resources for the endorsed concurrent enrollment course; or
- The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to **not** be in possession of a personal electronic device if the device is powered off and is locked in their Yondr pouch and placed in their backpack.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic 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.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;

2. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time; or
9. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property.

Discipline

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis .2 Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:

1st Offense:

- The personal electronic device will be stored in the main office for the day, and the parent or guardian will be notified.
- Students must complete a behavior contract to confirm their understanding and future adherence to the personal electronic device policy.
- Only the parent or guardian is permitted to pick up the personal electronic device; students are not permitted to retrieve their own devices.
- The student will be assigned one day of in-school suspension (ISS).
- The offense will be recorded in eSchool, using the personal electronic device violation action code.

2nd Offense:

- The personal electronic device will be stored in the main office for the day, and the parent or guardian will be notified.
- Only the parent or guardian is permitted to pick up the personal electronic device; students are not permitted to retrieve their own devices.
- The student will be assigned two days of in-school suspension (ISS).
- The offense will be recorded in eSchool, using the personal electronic device violation action code.

3rd Offense:

- The personal electronic device will be stored in the main office for the day, and the parent or guardian will be notified.
- Only the parent or guardian is permitted to pick up the personal electronic device; students are not permitted to retrieve their own devices.
- An in-person meeting will be scheduled with the parent or guardian.
- The student will be assigned 3 days of in-school suspension (ISS)
- The offense will be recorded in eSchool, using the personal electronic device violation action code.

The fourth offense and beyond will be considered insubordination for refusing to comply with Arkansas' Bell to Bell, No Cell Act 122 of 2025 and school rules related to cell phone use. According to the Cutter Morning Star High School handbook, this will be treated as a serious offense, and consequences will be issued accordingly.

STORING PERSONAL ELECTRONIC DEVICES

Every student will be assigned a personal Yondr Pouch to store their cell phone and other small personal electronic devices. If a student has a device too large to fit into the Yondr pouch, the student is advised to leave the device at home. If the student must bring it for use at school/after school, the device will be stored in the main office.

While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students arrive at school, they will:

- 1) Turn their phone off or on airplane mode.
- 2) Place their phone inside their pouch and secure it before entering the building.
- 3) Store their pouch in their backpack for the day. **Students may choose to leave their phones in the office for the day and retrieve it from the office when leaving school for the day. This is an acceptable option.

At the end of the day, students unlock their pouches, remove their phones, and put them in their backpacks. **Students must bring their pouch to school with them each day.**

*****Students arriving late or leaving early will pouch/unpouch their phones in the main office.**

VIOLATIONS

Using Phone During School /Pouch Damage /Lost Pouch

If a student damages their pouch or is caught using their phone, an administration member will collect the student's pouch/phone and call home. Teachers may also collect student phones if the student is seen using them during the school day and turn them in to the administration.

Repercussions for damaged pouches or unauthorized phone use will include:

Examples of pouch damage include:

- Bent pin
- Ripped fabric
- Deep scratches on the lock exterior + green ring
- Intentional pen marks on the inside of the pouch
- Pin and button not fully recessing due to pin damage

Forgotten Pouches

If a student forgets their pouch, their phone will be collected, and the administration will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal.

Lost or Damaged Pouches.

Students must pay a \$30 replacement fee for a new pouch. If the student cannot afford the \$30, an alternate form of restitution will be assigned.

WEBSITE AND VIDEO SURVEILLANCE

The Cutter Morning Star School District shall maintain a web page to provide information about its schools, students, and activities to the community. The Cutter Morning Star School District website shall be used for educational purposes only.

Website Release Policy for Photos, Videos, and Names

The Cutter Morning Star School District will occasionally showcase student work, projects or activities in which students are involved. Student photographs or videos are often included and may be used for an undetermined period of time during the current school year.

The following points will be addressed before any student photograph or video is used:

- address, phone number or email of a student will NOT be provided.
- photographs/videos of groups of students may be used without parental permission (i.e. school assembly, sporting activity, class, or club)

Video and Audio Surveillance (4.48)

The CMS School Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

Students will be held responsible for any violations of school discipline rules caught by the cameras. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Eli's Law

Beginning in the 2027–2028 school year, Eli's Law requires public school districts and open-enrollment public charter schools to put audio recording devices in locker rooms and changing areas. This is to enhance the safety of students on school properties. Cutter Morning Star will implement this law and begin using listening devices in all locker rooms and changing areas.

In addition to the audio recording device, the school must also display a sign clearly letting know that an audio recording device is present. The sign needs to be placed in a noticeable spot in every locker room and changing room throughout the school.

Key Provisions to Eli's Law:

- **Audio Recordings:** Arkansas public school districts and open-enrollment public charter schools are required to install an audio recording device in each locker room or changing room located on school property.
- **Notify the Students and Staff:** The school must notify individuals of the presence of an audio recording device in the locker room or changing room.
- **Storing and Deleting Audio Files:** The school is required to hold onto audio recordings from devices for at least 90 days. If there is a complaint involving wrongdoing and the recording is needed as evidence, it should be kept for up to a year. At least 10 days before an audio recording is deleted, schools are required to post a notice on their website about the upcoming audio deletion.
- **File Authorization:** Only certain individuals are authorized to request the audio recording. These include:
 - A public school district or a charter school administrator
 - A parent, legal guardian, or someone who takes care of a student and has a claim of wrongdoing.

EQUAL EDUCATION OPPORTUNITY (4.11)

No student in the Cutter Morning Star School District shall be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District on the basis of any protected classification under the law. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the superintendent, who may be reached at 501-262- 2414.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Any person having inquiries concerning Cutter Morning Star School District's compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the coordinator:

Dr. Lance Campbell, Superintendent
Cutter Morning Star Schools
2801 Spring Street
Hot Springs, AR71901
501/262-2414, Ext. 7

A.C.A. § 6-10-130 requires that youth patriotic societies, such as the Boy Scouts of America, be provided access to students during the school day; as a result, all districts now have a limited open forum and are required to provide the same access to groups who follow the procedure set forth in the statute to request access to students regardless of the groups viewpoint.

Student Welfare

The Board of Education directs full compliance by the district with the child abuse and neglect reporting laws.

It is the statutory duty of licensed school district employees who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

All school documentation and references of students will be listed by their legal name and gender. This includes, but is not limited to: all school records, diplomas, report cards, awards, yearbooks, mail, etc. No nicknames will be used, unless it appears that way on their birth certificate or a certified legal name change document.

Teacher Qualifications

Cutter Morning Star is committed to hiring highly qualified educators who are committed to the academic success of all students. At any time, parents have a right to request teacher qualifications. A form is provided at the back of this handbook with information on who to contact to make this request.

SECURITY

Student Entrances and Exits

Except when monitored by staff members during morning drop-off and afternoon pickup, students will only be allowed to enter and exit through the glass door closest to the main office. This is to ensure that students are accounted for and no unauthorized persons are allowed entrance into the building.

Entering or exiting through a different door will result in the following consequences:

1st Offense: 3 days of lunch detention

2nd Offense: 5 days of lunch detention

3rd Offense: 2 days of ISS

4th Offense: 4 days of ISS

5th Offense: 2 days of OSS

Propping open doors

Propping open doors represents a major safety concern for students and staff. As a result, consequences for propping open doors reflect the severity of the risk. Consequences will be as follows:

1st Offense: 2 days of ISS

2nd Offense: 4 days of ISS

3rd Offense: 2 days of OSS.

4th Offense: Up to 8 days of OSS

ACADEMICS

Classification of Students

A student must have the following credits to be classified as:

Freshman – Completion of requirements for grades 7 and 8

Sophomore – Completion of 6 units of course work

Junior – Completion of 12 units of course work

Senior – Completion of 18 units of course work

A student may be classified as a senior, who at the beginning of the current year, is enrolled in courses that meet all requirements for graduation.

Twenty-four (24) units will be required to meet graduation requirements.

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

4.45— GRADUATION REQUIREMENTS

Information regarding Graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in

loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the 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; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

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. The state requires twenty-two (22) units for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), Cutter Morning Star requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

Graduation Course Requirements

English Language Arts – 4 units

- English 1 – 1 unit
- English 2 – 1 unit
- English 3 – 1 unit
- English 4 – 1 unit

Mathematics – 4 units

- Algebra I – 1 unit
- Geometry – 1 unit
- Algebra II, Quantitative Reasoning, DESE approved math course built on the base of algebra and geometry knowledge and skills, or accelerated learning courses may be substituted– 1 credit
- An applicable Computer Science Flex taken in the place of a math credit beyond Algebra I and Geometry – 1 unit

Science – 3 units

- DESE Approved Biology – 1 unit
- DESE Approved Physical Science – 1 unit (i.e. Physical Science, Chemistry, or Physics)
- A third unit that is either:
 - An additional science credit approved by DESE; or
 - A computer science flex credit may be taken in the place of a third science credit.

Social Studies – 3 units

- Civics – 0.5 unit (All students must receive a passing score on the Arkansas Civics Exam in order to graduate.)
- World History – 1 unit

- American History – 1 unit
- Economics and Personal Finance – 0.5 unit

Oral Communication – 0.5 unit – Embedded onto English 10

Physical Education – 0.5 unit – Note: While one-half ($\frac{1}{2}$) credit is required for graduation, no more than one (1) credit may be applied toward fulfilling the necessary units to graduate.

Health & Safety – 0.5 unit

Fine Arts – 0.5 unit

Computer Science – 1 unit

Career Focus or Additional Content – 6 units

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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CLASS CHANGE POLICY

Every effort is made in pre-enrollment during the spring to provide information to students and parents as to relevant course content. All class changes must be made within the first week of school, for academic reasons, and at the discretion of administration.. Class changes after the fifth day of school will be made only in extreme cases, such as injury or other unavoidable circumstances.

Community Service

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers, or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);

- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

- A major illness associated with a student or a family member of a student;
- Student homelessness or housing insecurity; and
- Notice to the public school district board of directors if the student is a major contributor to family income.

STUDENT ACCELERATION

The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. Acceleration can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability, and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.

Generally, acceleration can occur through one of two broad categories: content-based and grade-based. Grade-based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content-based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by either a parent/guardian, student, or community member's request or by the referral of school personnel.

Course Choice

Students who attend Cutter Morning Star School District shall have acceleration options provided to them by the counselor during the course selection process. The course selection process shall be part of the Student Success Plan created and modified in accordance with Policy 4.55—STUDENT PROMOTION AND RETENTION.

College Courses

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution of higher education (IHE) approved by the Division of Higher Education (DESE) shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit.

A student who takes a three (3) semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.

Students will retain credit, including any weighted credit, earned as a concurrent credit course or as a dual enrollment course that was applied to a student's transcript from a previously attended, accredited, public school.

Eligibility:

Students must have the qualifying test scores to enroll in concurrent credit courses. There are two tests available for students to take, to earn qualifying scores. See chart below for minimum scores:

ACT/Accuplacer Sub-Test	ACT Minimum Score	Accuplacer Next Gen Minimum Score
Reading	19	252
Math/Quantitative Reasoning, Algebra, Statistics (QAS)	21	264
English/Writing	19	256

All college courses require the minimum Reading score; English classes require the minimum Reading and Writing/English score; Math classes require the minimum Math score (as well as the Reading score).

To schedule the Accuplacer, contact Mr. Hall at cameron.hall@cmseagles.net, Josh Holiman at National Park College: josh.holiman@np.edu or phone at 501-760-4321 or contact Christi Nation at Christi.nation@cmseagles.net

Note: Qualifying test scores must be dated prior to the beginning of the semester in which classes are to be taken.

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

- The student;
- The student's parent(s), or legal guardian(s), person(s) standing in loco parentis to the student, or person(s) having lawful control of the student if the student is under the age of eighteen (18);
- The District; and

- The publicly supported community college, technical college, four-year college or university, or private IHE the student attends to take the concurrent credit course.; or
- Taken through the Arkansas Course Choice Program.

While students are ultimately responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s), the District shall work with the IHE(s) to establish a process for the District to receive student transcripts. Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner. This may jeopardize students' eligibility for extracurricular activities, graduation, graduating with honors, or awarding of a diploma of merit or a diploma of distinction.

A student or a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student shall not be responsible for tuition, fees, or materials for participation in a concurrent credit course.²

The District shall work with the IHE to ensure that a student receives any accommodations for a concurrent credit course that are required by the student's Individual Education Program (IEP) or 504 Plan.

HONOR ROLL AND HONOR GRADUATES (5.17)

HONOR ROLL

Students in grades seven through twelve (7-12) who maintain a 3.00 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

2027 Honor Graduates - Valedictorian and Salutatorian

An honor graduate may be designated as Valedictorian or Salutatorian if he/she meets the following additional requirements:

1. The Valedictorian will be a student with the highest honor designation who graduates with the highest cumulative GPA and the Salutatorian will be a student with the highest honor designation who graduates with the second highest GPA. In the event that there is not a student who received the designation of highest honors, a student with high honors with the highest adjusted cumulative GPA will be selected for Valedictorian and the second highest adjusted cumulative GPA for Salutatorian.
2. Grades in concurrent education courses which are taken to fulfill a student's graduation requirements will be included in the adjusted GPA.

3. The student has been enrolled in Cutter Morning Star in grades 9 through 12, and completed 8th grade Algebra 1, or Physical Science.

CMS will utilize the following method for calculating GPA:

Class Rank is based on the calculation of the GPA mandated by the Arkansas Department of Education and college reporting. This method uses a 4.0 credit for all courses except for Advanced Placement courses and other state designated courses that are weighted on a 5.0 scale.

Courses not counting for credit will not be counted in the GPA.

Class of 2027 Honor Graduation Requirements

Students who have completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.0 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

Highest Honors – Students who complete 3 Advanced Placement Courses/Concurrent College Credit Courses and have a cumulative 4.0 GPA

High Honors – Students who complete 2 Advanced Placement Courses/Concurrent College Credit Courses and have a cumulative 3.5 GPA

Honors – Students who complete 1 Advanced Placement Course/Concurrent College Credit Course and have a cumulative 3.0 GPA Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

HONOR GRADUATES – Beginning with the class of 2028 and beyond

A student may be eligible to be designated as an honor graduate if the student has:

- Been enrolled in public school for the entirety of the student's high school career;
- Been enrolled in a District high school for the student's entire final year;
- Completed their Community Service Learning credit.
- Completed a Success Ready Pathway with courses taken in sequential order and earned a demonstration of success readiness via one of the following:
 - Identified High Wage, High Demand Industry-Recognized Credential
 - 12 or more postsecondary credits
 - Arkansas Certified Pre-Apprenticeship leading to a Registered Apprenticeship
 - AP Scholar Designation – Earning a score of 3 or higher on 3 or more AP exams
 - AP Scholar with Honor Designation – Earn an average score of at least 3.25 on all AP exams taken, and scores of 3 or higher on four or more of these exams.

- ASVAB Score of 51 and completion of an approved Enlistment Pathway
- Earn the Seal of Biliteracy

Seniors who meet these requirements are eligible to be recognized with the following honors:

Summa Cum Laude – honor graduates whose rank places them in the top five percent of the class. Students who have been enrolled at Cutter Morning Star High School for less than one calendar year before graduation may not be named a Summa Cum Laude graduate.

Magna Cum Laude – honor graduates whose rank places them in the second five percent of the class.

Cum Laude – honor graduates whose rank places them in the third five percent of the class.

Summa cum laude, Magna cum laude, and Cum laude will be determined after eight semesters.

Grading (5.15)

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-(9) week grading period to keep parents/guardians informed of their student's progress.

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

→ A = 100 - 90

→ B = 89 - 80

→ C = 79 - 70

→ D = 69 - 60

→ F = 59 and below

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

<u>Regular</u>	<u>DESE Approved Accelerated Learning Courses</u>
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A = 4 points	A = 5 points
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B = 3 points	B = 4 points
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C = 2 points C = 3 points

D = 1 point D = 2 points

F = 0 points F = 0 points

The grade point values for Advanced Placement (AP), approved courses for weighted credit, International Baccalaureate (IB), and DESE approved Accelerated Learning Courses shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

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

For example: The grading period had forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty

(40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$

Advanced Placement, International Baccalaureate, and DESE Approved Accelerated Learning Courses

Students in grades 7-12 who take Advanced Placement (AP) courses; International Baccalaureate (IB) courses; or DESE Approved Accelerated Learning Course shall be graded according to the following schedule:

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

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

- A = 5 points
- B = 4 points
- C = 3 points

- D = 2 point
- F = 0 points

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

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

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

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be distributed to all students midway through each grading period.

Report cards are to be distributed at the end of each 9 week grading period.

Parent-Teacher Conferences

The Cutter Morning Star School District will, in accordance with State Law, hold two parent teacher conferences, one each semester during the school year. The dates of the parent/teacher conferences will be placed on the school calendar.

Student Promotion and Retention

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, guardians, persons having lawful control of the student, or persons acting in loco parentis 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 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or person acting in loco parentis, and teacher(s) of a student in seventh or eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- the building principal or designee;
- the student's teacher(s);
- school counselor;
- a 504/special education representative (if applicable); and
- the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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 or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Student Success Plans

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

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

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

Additionally, each student's Student Success Plan shall be reviewed annually and revised as necessary to identify the courses to be taken each year until all required core courses are

completed. Upon completion of the review, the student's Student Success Plan shall be signed by the:

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

An SSP shall be created:

- by no later than the end of the school year for a student in grade eight (8) or below who enrolls in the district during the school year; or
- as soon as reasonably possible for a student in grade nine (9) or above who enrolls in the district at the beginning or during the school year.²

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion or retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Math Improvement Plans:

The Student Success Plan of a student in grades seven and eight who is not performing at or above grade level of the state assessment in math, as defined by the State Board of Education shall include a math intervention plan. The math intervention plan must include the

1. Provisions of each student with access to high dosage, targeted math tutoring in the subsequent school year, which shall include three or more tutoring sessions a week in a one-on-one or small group setting;
2. Assigned to
 - a. If the district has a teacher with a value added model score in the top quartile statewide in math for the previous three years, a teacher, with a value added model score in the top quartile statewide for the previous three years; or
 - b. If the district is unable to find a teacher with a value-added model score in the top quartile statewide in math for the previous three years, a teacher:
 - i. With a highly-effective rating in Teacher Excellence and Support System, when possible or
 - ii. Deemed to be a high-performing teacher as defined by a Master Professional Educator Designation; and
3. Provision of each student with extended time on math instruction during or after school

All parents, legal guardians, or persons standing in loco parentis shall receive written notification of their student's math intervention plan and progress on the student's math intervention plan throughout the school year.

Homework

Homework is an important part of each student's educational program. Students should develop good study habits and responsibility for assignments. Homework assignments should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Parents are encouraged to talk with their students about the importance of completing homework. Students are expected to complete all homework assigned and view the homework as purposeful. Homework will be turned in by students the next day or as directed by the teacher.

AP, Honors, or concurrent credit classes are more time-intensive than other classes and will require students to spend additional time on homework and other assignments.

In the Cutter Morning Star School District, all homework assignments will be directly related to the curriculum and the current learning objectives. The assignments should be explained thoroughly in terms of content, process, and expectations. The assignments should also be reasonable and should not keep students from completing other homework and community responsibilities.

SEMESTER EXAMS

Tests will be scheduled by each teacher to assess learning objectives on an as needed basis. If a student is absent and has prior knowledge of a scheduled test, the student needs to be prepared to take the test upon their return to school.

Exemption Requirements

Students in grades 9-12 are required to take Semester Exams. Students may be exempt from exams if they meet the following criteria. Exemptions are on a class-by-class basis and determined by the teacher.

- The student must have an A or B with no more than 4 unexcused absences, and no more than 5 tardies, for the semester in that class. Excused absences will not count against students for these purposes.
- ALL fines, fees and library books must be returned/paid PRIOR to the exam week in order to be exempted. Fines and fees will NOT be accepted during testing. (If parents cannot afford these fees, please contact the school counselor, and appropriate accommodations can be made.)
- Behavior - No placement in (ISS) in-school suspension, (OSS) out of school suspension, or ALE during each semester.

Other information:

- Students are to arrive at school on time and stay until their last test is completed each day.
- Semester tests may not be taken early except in extenuating circumstances. Approval for this must come from the building principal.
- Additional requirements may be added, at the discretion of the building principal.
- Nine weeks tests are at the discretion of the teacher for grades.

Virtual Arkansas Test Policy

STUDENTS ENROLLED IN VIRTUAL ARKANSAS COURSES ARE REQUIRED TO TAKE BOTH SEMESTER TEST. THERE ARE NO EXEMPTIONS.

ALTERNATIVE LEARNING ENVIRONMENTS

The district shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a district school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);

The district shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).

- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and

- if the district so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the characteristics:

- disruptive behavior;
- dropping out from school;
- personal or family problems or situations;
- recurring absenteeism.

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- abuse: physical, mental, or sexual;
- frequent relocation of residency;
- homelessness;
- inadequate emotional support;
- mental/physical health problems;
- pregnancy; or
- single parenting.

No later than five (5) school days after a student begins alternative education interventions, a signed agreement between the ALE; the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student shall be made outlining the responsibility of the ALE; parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, an assessment will be given to determine the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Division of Elementary and Secondary Education (ADESE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADESE Rules.

Special Education

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as 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.

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 the state and federal statutes 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 CMS School 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 district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Supplemental Instructional Program (SIP)

"Supplemental Improvement Program (SIP)" is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

The students, parents, teachers, coaches, counselors, sponsors, and administrators will search for underlying reasons for poor academic performance. All elements that might contribute to substandard achievement will be considered, and special attention will be given to improving study skills, attendance, and behavior. Efforts will be made to impress upon the students the importance of academics in today's global society.

The student must enroll immediately at the beginning of the semester and continue attending through the end of the semester even if his/her activity ends or otherwise the student must attain a 2.00 GPA to regain their eligibility.

Teachers will administer the SIP during the Enrichment Period. Students will be required to attend a minimum of 100 minutes per week for the entire semester. If a student misses or is tardy, he/she will not be allowed to participate in any further activities unless the missed time is made up through the teacher/coaches that are designated that week of SIP. Students' grades will be assessed every 3 week period when progress reports are sent out by the classroom teacher. At the end of each semester, the athletic director or activity sponsor will check students' grades to determine eligibility. Coaches, sponsors, and parents, will be notified immediately of students

losing their eligibility. At this point the process must begin over. Input from classroom teachers in individual courses of study will be incorporated into this program. Parents will be notified in writing, and their comments will become a part of the program as well.

To maintain eligibility under the SIP, the student must show improvement of at least one tenth of one point in their GPA after the first semester of participation in the SIP. To continue to participate following the second semester in SIP, the student must have reached the 2.00 GPA.

Accountability for Students in Athletics or Activities

- Any student in extracurricular activities with a grade below a C or missing more than 5 assignments at progress report time/report card time for that grading period teachers will need to print their grades and give them to the Athletic Director and the Athletic Director will then distribute those to the coaches or activity sponsor. The coach or activity sponsor will hold a conference with those students and reach out to their parents.
- At the end of the 9 weeks if the grades have not improved then we will take action (remediation, after school, SIP program).
- If they continue to not progress at the next progress report time those that are not improving will stay in SIP or tutoring.
- At the end of the 2nd 9 weeks, grades will be checked again, and students who have below a C or 5 or more missing assignments will continue to go to SIP and Afterschool/Monday Tutoring.
- After the 3rd 9 weeks, they risk not being eligible or passing the course/grade.
- Attendance in the intervention will be documented during SIP and turned in each week. Students will sign that they were in attendance.

PARENT/ STUDENT TUTORING COMPACT

Cutter Morning Star School District provides academic assistance to our students who need supplemental instruction. Under the Federal Requirements of the Elementary and Secondary Education Act, Section 1116 as Amended by Every Student Succeeds Act (ESSA) a Parent Compact is jointly developed with parents for all children receiving Title 1 services.

PARENTAL INVOLVEMENT

In accordance with the Federal Requirements of the Elementary and Secondary Education Act, Section 1116, the Cutter Morning Star School District has put into place a Family and 32 Community Engagement Plan that complies with the Arkansas' Family and Community Engagement Framework.

Cutter Morning Star High School, in collaboration with parents, has established a parent involvement plan, including programs and practices that enhance parental involvement and reflect the specific needs of students and their families.

Cutter Morning Star High School supports and encourages parental involvement in school activities and the educational process. Students whose parents are involved in their education are more likely to be successful.

We believe that communication between home and school is regular, two-way, and meaningful. A list of activities and opportunities for involvement can be found on the school website at:

<https://www.eaglesnest.dsc.k12.ar.us/>

We encourage contact between parents and teachers when questions or concerns arise. College and career planning is available through the counselor's office.

Parenting skills are promoted and supported through a district parent center located on the elementary school campus. Various materials and programs are available to parents and families throughout the year.

Parents play an integral role in assisting in student learning. Parents are invited to parent meetings and Open House to get information on how to help their students improve their academic and/or social skills.

Parents are welcome in the school, and their support and assistance are needed. Parents are invited to volunteer and get involved in school activities.

Parents are a valuable part in the decision-making process through their participation on advisory and evaluation committees. Parent surveys are administered each year.

Community resources strengthen school programs, family practices, and student learning. Partnerships with local businesses and service groups are encouraged and promoted. The school resource officer is provided to maintain a safe school environment for each campus.

Annually by August 1, our school's parent involvement plan shall be:

- Developed, or reviewed and updated by the public school district;
- Posted to the website of the public school district; and
- Filed with the Department's electronic filing process (Indistar).
- Provided in a parent-friendly summary/explanation as a supplement to the student handbook.
- The parent shall sign a form acknowledging receipt of the summary and return the signed form to the school where the student is enrolled.

If the plan is not satisfactory to the parents of participating children, Cutter Morning Star School District shall submit any parent comments to the ADE.

Annually by August 1, every school district shall review and update the school district's parental involvement plan and:

- File a copy of the plan with the Department of Education (Indistar);
- Place a copy of the plan on the school district's website.

Cutter Morning Star High School's Parent Facilitator Contact Information:

Madison Staton, madison.staton@cmseagles.net

EXTRACURRICULAR ACTIVITIES POLICY

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/interscholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

Extracurricular Eligibility

The CMS School Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal. Additionally, a student's participation in, and the district's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a statewide assessment or attempts to boycott a statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days, shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under

the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day, except by approval of the principal.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the district so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

If the school provides a fan bus to a sporting event, students who have had ISS, OSS, or more than 4 unexcused absences, will not be allowed to ride the bus.

Interscholastic Activities

Each school in the district shall post on its website its schedule of interscholastic activities, including sign- up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Academic Requirements: Junior High

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements and has a current GPA of 2.0 from the previous semester.

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

Academic Requirements: Senior High

In order to remain eligible for competitive interscholastic activity, Per AAA Rules, students must be enrolled in four (4) academic courses, and must have passed four (4) academic courses the previous semester and either:

1. have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

Individual Education Program

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

Students that miss school for one or more periods during the school day and want to compete in an extracurricular competition must have a medical note, turned in to the principal that day for the missed periods or he or she must have approval from the principal. Approval from the principal will be at his or her discretion. Failure to provide a medical note when the student returns to campus or receive approval from the principal will result in the student being ineligible for competition that day.

DRUG SCREEN TEST POLICY

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

Consent forms will be sent home in a student packet at the beginning of the year. All forms should be signed and returned to the CMS High School Office.

Purposes of a Chemical Abuse Policy are to:

- allow the students of Cutter Morning Star Schools to know that the school is concerned about their total well-being. The school district is interested in helping the students who may be having a problem.
- emphasize concerns for the health of the students in areas of safety while they are participating in activities and any student who parks on campus, as well as the long-term physical and emotional effects of chemical use on their health. To confirm and support state laws which restrict the use of such mood-altering chemicals.

- assist students of Cutter Morning Star Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- establish standards of conduct for students of Cutter Morning Star Schools who are considered leaders and standard bearers among their peers.
- work cooperatively with the parents by assisting them in keeping their children free from mood- altering chemicals
- provide referrals for students who need evaluation regarding their use of mood altering chemicals.
- deter chemical abuse or misuse by all students through the use of random drug testing.

General Provisions

The provisions of this policy apply to all students in Cutter Morning Star Schools in grades seven through twelve whose parents sign Consent Form "A" of the Drug & Chemical Screen Policy.

Illegal Drugs are defined as drugs, or synthetic or generic equivalent or derivative of drugs, which are illegal under federal, state, or local laws including, but not limited to huffing or any aerosol usage, marijuana, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed to the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Alcohol is defined as ethyl alcohol or any beverage containing ethyl alcohol.

Reasonable Suspicion Provisions

The use or possession of illegal drugs or alcohol by a student on property under the control of the district or prior to entering property controlled by the district or at a district-sponsored event where the illegal drug or alcohol has the possibility of impairing the student is a violation of this policy. The presence of an illegal drug or its metabolites or alcohol in a student's body is considered possession.

Reasonable Suspicion is defined as a reasonable suspicion by an administrator or other district employee that a student has used, possessed, or sold illegal drugs on district property or has used illegal drugs off of district property, but is on district property or at a district-sponsored event while under the influence of the illegal drugs; or that a student has used or possessed alcohol on district property, but is on district property or at a district-sponsored event while under the influence of alcohol; or that a student is abusing or misusing prescription medications on district property or at a district-sponsored event while under the influence of the prescribed medication.

Examples of reasonable suspicion include, but are not limited to:

- eyewitness evidence by a district official, administrator, or employee;

- eyewitness evidence of another person plus additional evidence;
- individual suspicion possessed by an employee of the district that is based upon a reasonable suspicion and/or reasonably reliable evidence.

Random Testing Provisions

The use or possession of illegal drugs during school activities or prior to school activities where the illegal drug has the possibility of impairing the participant is a violation of this policy. The presence of an illegal drug and its metabolites in a student's body are considered possession.

Any student undergoing medical treatment prescribed by a physician that includes the use of drug or medication capable of affecting the student's mental or physical capabilities must notify the appropriate school official at the time of the testing. If there is any doubt concerning the effects of the drug or medication, the appropriate school official should be notified. A student's failure to notify the appropriate school official that the student is undergoing medical treatment that includes the use of any drug or medication which is capable of affecting the student's mental and physical abilities is violation of this policy. The penalty for this violation may be the same as an initial positive test result under the random testing provisions.

Procedures

Type of testing: The district may require each participating student of Cutter Morning Star Schools grades seven through twelve to provide a urine specimen. Each specimen cup will have a number on it, which will be assigned to a participant's name. The numbers that are selected through a random process will be sent to the lab for testing. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must show up for providing urine samples to be taken at Cutter Morning Star Schools or must go to a pre-designated laboratory and give a urine specimen.

Selection process: While students are in school, they will be subject to random selection for testing. Each student will be assigned a number. Particular days will be selected for testing. The amount of numbers drawn will be no less than (2%) or greater than (15%) of the students in the grades seven through twelve. If any student whose number is drawn is absent on that day, the selection process will continue until the number of students selected for testing equals the number representing the percentage of students designated for random testing.

Refusal to Submit Testing: Students not consenting to be tested (in the random pool) are not allowed to join clubs, organizations, or attend after school meetings or participate in off-campus trips. Any participant who refuses to submit to random drug testing shall not be allowed to participate in any school activity for the school year. Each student must consent by the beginning of his/her enrollment at Cutter Morning Star Schools.

Consequences of Non-Consent

The following is a list of activities that students not consenting (in the random pool) will not be allowed to participate in for the school year. Examples include but are not limited to: Class/Field

trips, Dances, Homecoming Maid or Escort, Band, Quiz Bowl, Prom or Prom Committee, Athletics, Cheerleading, Parking on Campus, Any Club or School Organization

Positive Tests

Upon receipt of a positive test result for any student, a student may request a retest at his/her expense within a 24-hour period of a positive result. The specimen must be given at a pre-designated laboratory.

- The superintendent or designee shall notify the student and the student's custodial parent/legal guardians and the student's principal and head coach or sponsor.
- The superintendent shall schedule a conference with the student's custodial parent/legal guardians and the student's principal and head coach or sponsor to explain the results.
- Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. This will be at the expense of the student.
- The student will be placed on probation and not be allowed to participate in competitions, presentations and activities of Cutter Morning Star Schools or park on campus for a period of twenty calendar days. A student may practice, attend an organization meeting but cannot compete, dress out for competition, or take part in a club scheduled event beyond meetings.
- Any second positive result following the first positive test will result in the student being suspended from participating in activities or parking on campus for one calendar year.
- For the third positive result, the student will be suspended from participating in activities or parking on campus for the remainder of his/her enrollment with the school.

Exception: Certain chemicals that take more than twenty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Testing Procedure

Analysis of Urine Specimens: The initial urinalysis method shall be an immunoassay screen. If a specimen tests positive for any substance being checked, a student may request a confirmation test within 24 hours of receiving the positive results. The confirmation test will be at the student's expense at the office of the pre-designated laboratory. Gas chromatography/mass spectrometry GCMS shall be conducted on the specimen. The student will be allowed to retest at the end of the twenty-day probation period at his/her expense. If the result of the GCMS test is positive, the student shall be considered to have a positive result. If the GCMS is negative for the suspected substance or substances, the student shall be considered to have had a negative result.

All test results from the laboratory shall be communicated to the superintendent or designee. To ensure proper testing procedures, United States Department of Health and Human Services Standards as defined by the National Institute of Drug Abuse certified laboratories will be followed.

All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen shall be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to execute an additional consent form.

The following precautions will be taken, as appropriate, at the collection site

- The observer shall positively identify the examinee
- The observer shall ask the individual to remove any unnecessary outer garments (i.e. coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. All personal belongings (i.e. purse, briefcase, etc.) must remain with outer garments.
- The observer shall note any unusual behavior or appearance.
- The student shall be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student shall not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and process area.
- The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
- At the collection site, toilet bluing agents shall be placed in the toilet tanks, whenever possible. No other source of water shall be available in the enclosure where urination occurs.
- After the specimen has been provided to the observer, the observer will continue with chain of custody procedures and determine whether it contains at least 60 milliliters of urine. If there is not at least 60 milliliters, additional urine will be collected. The student may be given reasonable amounts of water for drinking. If a student fails for any reason to provide the necessary amount of specimen, the observer shall contact the superintendent or designee for guidance.
- Immediately after collection the observer shall check the temperature of the specimen and inspect the specimen for color and signs of contaminants. Freshly filled specimens should be warm.
- Both the observer and the student being tested shall keep the specimen in view at all times prior to its being sealed and labeled.

- The student shall observe the tamper proof seal. The labels for the specimen bottle must have all information completed before being placed over the bottle cap and down the sides of the bottle. The observer will place the identification label securely on the bottle.
- The student and the observer will sign the chain of custody form, and have the observer initial the specimen label.
- The identification label on the specimen container shall contain: student's name, date and student's assigned number.
- The observer shall enter the identifying information in a record book. Both the observer and the student shall sign the record book. Both the observer and the student shall sign the permanent record book next to the identifying information.
- The student shall be asked to read and sign a certification statement regarding the urine specimen.

Results and Notification

Test results shall be reported to the superintendent or her designee within a specified number of days after the lab's receipt of the specimen. All reports shall be in writing. All specimens testing negative on the initial test or negative on the confirmation test shall be reported as negative. Only specimens confirmed as positive shall be reported as positive for a specific drug(s).

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing at the beginning of his/her enrollment at Cutter Morning Star Schools or upon entering the 7th grade. The form must be co-signed by the student's custodial parent/legal guardian. No student shall be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal.

Substances Tested: The substances for which students will be tested include:

- AMPHETAMINES (Amphetamine, Methamphetamine)
- QUALITATIVE THC (Marijuana)
- PHENCYCLIDINE (PCP)
- COCAINE METABOLITES
- OPIATES (Codeine, Heroin, Morphine)
- ETHYL ALCOHOL

The cut off levels for initial screens shall be 300 nanograms per milliliter (ng/ml) for Amphetamines, 20 ng/ml for Marijuana Metabolites (THC), 25 ng/ml for Phencyclidine (PCP), 300

ng/ml for Opiates and 300 ng/ml for Cocaine Metabolites. The cut-off level for Ethyl Alcohol will show a percentage of any alcohol in the body. Cut-off levels used are determined by the National Institute on Drug Abuse.

The cut off levels for confirmation tests shall be 150 ng/ml for Amphetamines, 5 ng/ml for Marijuana Metabolites (THC), 25 ng/ml for Phencyclidine (PCP), 300 ng/ml for Opiates and 150 ng/ml for Cocaine Metabolites.

Cost: The test to be given during random selection will be paid by the district. Any second test or test requested by the parent or student will be at the parent's expense.

Testing Due to Reasonable Suspicion

Students who have been identified through the criteria outlined as reasonable suspicion may be tested separately from the times of the random testing. The testing should take place as soon as possible after determination of reasonable suspicion has been verified. The charge of the testing for those identified will be the responsibility of the district.

Records: All records concerning chemical abuse testing shall be maintained by the superintendent or designee in a separate file under lock and key. The records shall not be kept in a student's regular file. Only the superintendent or her designee shall have access to the files. The files on each student shall be destroyed upon graduation or in two years after termination of enrollment.

A student and the student's custodial parents/legal guardians may obtain a copy of their chemical abuse testing records upon written request.

Non-Punitive Nature of Policy

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

Other Disciplinary Measures

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy, and this policy does not preclude the district from following their disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

SCHOOL SPONSORED TRIPS AND ACTIVITIES

Visiting teams and officials are like guests in your home. Treat them with courtesy. Students attending athletic events and other extracurricular activities will be expected to conduct themselves in a good sportsmanlike manner. Students attending any school-sponsored activity (FBLA, FFA, Student Council, etc.) are under the same rules and supervision as would be occurring at school. While attending any event as a representative of Cutter Morning Star School District, students are expected to behave appropriately and with regard for others.

If a student leaves an extracurricular activity before its completion, the student will not be readmitted even by paying and must leave the campus and not return. If need arises where a student has a bonafide reason for leaving and returning, prior permission may be granted by the administration.

Homecoming Court Policy

Being elected for Homecoming Court is an honor and a privilege. These students are seen as role models and school leaders, and are required to have high academic and behavior standards.

In order to be a member of the homecoming court, a student must have at least a 2.0 GPA, and cannot have incurred any infractions for the current year which resulted in ISS or OSS, or have repeated violations of level one infractions.

The selection process is as follows:

- The principal will create a list of eligible students based on grades and discipline.
- Two students shall be selected as maids for each grade, 9th -12th.
- A student may be selected as maid only once during grades 10 and 11.
- A student may be selected as Homecoming Queen as a senior, and may have been previously selected as princess or maid. (Beginning in 2025-26, seniors may not be selected as a maid if they were previously selected as a maid.)

Prom Policy

Any currently enrolled CMS High School Junior or Senior may attend and bring one guest. Guests must not be below tenth grade and may not be over twenty years of age. The guest must provide a copy of a valid driver's license and fill out the appropriate paperwork by the deadline assigned by the sponsor. Guests must remain the date of the CMS student for the entire prom. All guests must meet approval of the principal at least 24 hours before the prom.

All CMS students must have paid their class dues in full. Formal attire must be worn at all times during the prom.

After arriving at the prom, no student or guest will be allowed to leave and re-enter the prom.

Class dues must be paid each year in order to attend prom.

- 7-8 grade, \$15 each year
- 9-11 grade \$35 each year

- Seniors – no dues

Sponsors

Sponsors shall be responsible for the overall conduct of any class or organization activity. The sponsor will turn in all money collected to the bookkeeper in a timely manner and put it in the name of the class or organization. NO CLASS OR STUDENT ORGANIZATION OF THE SCHOOL SHALL SPONSOR ANY ACTIVITY UNLESS SUPERVISED BY AT LEAST ONE CMS STAFF SPONSOR. The sponsor shall

consult with the principal of any desired activity and on approval the event will be placed on the school calendar. Students shall not seek approval for events or activities unless accompanied by a sponsor.

Class Offices

No student may hold an office in school or in various clubs, organizations, or classes unless the student shall have:

1. at least a "C" average.
2. no failing grades in any subject for the previous semester.
3. if an officer is placed on disciplinary probation, he/she will be removed from office.

Student Council

The student council serves as the representative voice for the student body to CMS School Board for such student activities as the members think will be beneficial to the school, such as sharing student ideas, interests, and concerns with teachers and school principals. They also help raise funds for school-wide activities; including social events, community projects, helping people in need and school reform. A representative from the student council may be called upon to help with revisions to the student handbook. In addition, they are responsible to help with the CMS Homecomings, parades, spirit week activities, and lead their class events.

The student council is composed of twelve representatives, 2 from each class, who will be elected by members of each class. To be eligible to run for a representative position a student must have a minimum

3.0 GPA from the previous semester.

Each spring, the CMS Student Council will elect a president (a senior) and a vice-president (a junior) The junior vice-president will become president in their senior year. The student council will also elect two student council representatives for each grade. To be eligible for an office in the council, a student must have a minimum of a 3.0 GPA from the previous semester.

STUDENT SERVICES

Library Regulations

Check-Out Policy:

- Students may check out two (2) books at a time from the library unless arrangements are made with the librarian. If the books are not returned, the student will not be allowed to check out another book until the books are returned.
- All books may be checked out for two (2) weeks at a time.
- At the end of each semester a list will be given to the office of all books that need to be returned to the library.

Damaged or Lost Books:

- Lost books should be reported to the librarian as soon as possible.
- If a book is lost, the student who checked it out will be expected to pay for the book. The charge will be that of the replacement cost of the book.
- If a book is damaged to the point of discard, the person who checked out the book will be responsible for payment.
- Report cards will be held at the end of the year until books are returned and fines are paid. Parents will be notified of books which are overdue or lost and/or fines.

Textbooks

Basic textbooks are furnished in all grades by the Cutter Morning Star School District. Students may be asked to contribute to the purchase of any extra materials the teacher finds appropriate for classroom activities. Free textbooks that are lost or damaged must be paid for by the parent or student. Report cards will be held at the end of the year until books are returned and fines are paid. Parents will be notified of books which are overdue or lost and/or fines.

Bus Transportation

The school district maintains bus transportation for all eligible students. Riding the bus is a privilege. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds.

Consequences for bus infraction:

1st offense: warning

2nd offense: 3 days of suspension from riding the bus

3rd offense: 10 days of suspension from riding on the bus.

The principal may adjust these consequences based on the severity of the offense. Major or continued offenses may result in permanent suspension from the bus.

Conduct to and from School and Transportation Eligibility

The district's student code of conduct applies to students while traveling to and from school as they are while on school or to and from a school activity to the same extent as if the students

were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the district's student code of conduct.

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

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian. SEE CMS SCHOOL BOARD POLICY SECTION – 4.19

Student Vehicles

All student vehicles must be registered in the high school office and have an assigned hang tag visible in the front windshield.

1. If students drive automobiles to school, the vehicle must be left in the parking lot until the end of the day unless permission is granted by the office to move it.
2. No student shall be allowed to return to his/her vehicle during the day without permission from the office.
3. Students will be issued an assigned parking spot, and are required to park in their assigned parking spot. Any student who is caught parking elsewhere may have parking privileges revoked.
4. Any student who is under sixteen (16) or does not have a permit or hardship driver's license will be prohibited from driving a car to and from school.
5. Driving privileges may be revoked at any time at the discretion of the administration.

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

Prior to obtaining a parking decal, the student must pay a \$10 fee and have on file with the high school office,

- a copy of driver's license,
- copy of valid insurance, and
- copy of registration.

For current drivers, the requirements must be met by the second week of school or you will lose your driving privileges until the requirements are met. For students who start driving during the school year, these requirements must be met before you begin driving to school.

Students attending National Park Tech Center must ride the bus to National Park. They will not be permitted to drive unless special permission is given by the building principal due to extenuating circumstances.

For the purpose of obtaining a driver's license, a student's GPA will need to be a minimum of 2.0 the previous school semester (AR Code 27-16-701). Act 876 requires that each public school shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. SEE CMS SCHOOL BOARD POLICY SECTION-4.33

STUDENT RECORDS

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 parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student! over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information 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 school staff member is not considered an education record if it meets the following tests:

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

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

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

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

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

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

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

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

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

to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her 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 hearing.

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

As stated in this policy, once a student turns eighteen (18), the rights to his/her educational records transfers to the student. The release of educational records to a parent becomes permissive and not a right. At that point! the school gets to decide if it wants to release educational records to parents. The student, however, doesn't have the right to object one way or the other. If the parents don't establish dependency, once the student turns eighteen (18), the parents don't have an absolute right to see their student's educational records. "Dependency" in this regard is defined according to the IRS; if the student is claimed by either of their parents (regardless of custody issues, or filing jointly or separately) as a dependent, then the rights of the parent once the student turns eighteen (18) is as described. Without dependency, the parents have no right to see their student's educational records once the student is eighteen (18).

Student Privacy

All information regarding students and their families shall be collected, maintained, and disseminated under such safeguards as are necessary to comply with the Family Educational

Rights and Privacy Act of 1974. The CMS School Board of Education shall require adherence to the provisions of the said Act.

The following definitions apply to this policy statement:

Educational Records

Records which are directly related to a student and are maintained by the educational agency or school by a party acting for the agency or school. 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.

Personally Identifiable

Data or information which includes name of student, student's parent or other family members, the address of the student, a personal identifier (such as a social security number or student number), a list of personal characteristics which would make the student's identity easily traceable, or other information which would make the student's identity easily traceable.

NOTE: The following are excluded from the term "Education Records": records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.

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

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

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

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

Family Student Privacy Policy Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

The district shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service

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

The Arkansas Supreme Court, Arkansas Department of Education, and ASBA collaborated in the creation of a form in an effort to aid juvenile intake and probation officers in acquiring necessary information for the officer to make more knowledgeable decisions/recommendations on a course of action for each juvenile's case. The Form allows for parents to authorize the officer to access certain portions of the student's education records and the parent's EschoolPLUS Home Access Center. The form, when completed by the parent and probation officer, will be sent to the district by the officer. A copy of the form, along with a background letter, may be found at <http://arsba.org/policy-resources>. See CMS SCHOOL BOARD Policy

Survey Participation by Students (5.24)

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is

administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or:

1. a student's name;
2. the name of the student's parent or member of the student's family;
3. the address, telephone number, or email address of a student or a member of a student's family;
4. a personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.
6. the rights provided to parents under this policy transfer to the student when he/she turns 18 years old. See 5.24F1 and 5.24F2.
- 7.

HEALTH AND MEDICATION POLICIES

Nurse's Office

For the safety and wellbeing of our students, Cutter Morning Star School District employs a nurse and maintains a nurses' station at our elementary school and high school. Our school nurse provides basic health care for our students, oversees the administration of medications, conducts required health screenings and manages our student's health records.

Parents will be contacted to check out students that are running fever, have intestinal/stomach problems, or are considered ill by the nurse. If the nurse feels that there is no need to be sent home, the student will be sent back to class. Any student who is sent home sick or absent due to illness may not participate in any school event on that day or night unless permission is granted in advance by the principal.

Please do not send students to school if they have had fever, vomiting, or diarrhea within the last 24 hours. Students can return to school when they are fever, vomit and/or diarrhea free for 24 hours without the use of medication.

Students will only be permitted to go to the nurse between classes or during lunch unless it is an emergency.

Student Illness or Accident

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

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

Health and Nutrition

Parents may provide food items of their choice for their OWN child's consumption, but they may NOT provide restricted items to other children at school.

Act 1220 of 2003 prohibits classroom use of foods of minimal nutritional value (FMNV) (ex. homemade treats, pre-packaged treats, candy, etc.)

Exceptions: Designated school wide celebrations (Christmas, Valentine) Homemade foods are not allowed due to food safety concerns.

Medication Policy

DO NOT SEND MEDICATIONS WITH STUDENTS. Parents MUST drop off and sign off on medications with the school nurse. The school nurse will notify parents when regularly administered medications are low.

If your child should require medication during school hours, please be sure to supply us with the following:

- Prescription (written for or labeled container) to keep on file in the Nurse's office which includes the child's name, dosage, time to be given and name of the MD prescribing.
- We must have written consent to administer medication to any student. A medication administration release form (available in the office) must be signed by the parent or guardian.
- *Parents/guardians need to bring a 30-day supply of medication.
- NO medication is to be administered by any staff member other than those designated by the school nurse for specific situations, such as field trips or when the nurse is out.
- All medication, including those for self-administration, must be in the original labeled container with the child's name on it. Do not mix drugs in containers. Do not send tablets in envelopes or unlabeled containers. DO NOT SEND MEDICATIONS WITH STUDENTS!

All medication must be delivered to the office by parent/guardian or designated adult. This cannot be a CMS student. This protects you as well as the students from legal liability should the medication get into the hands of someone for whom it was not prescribed. Not following these procedures could result in the contact of Law Enforcement.

Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double lock cabinet.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current laws and rules.

NON-PRESCRIBED MEDICATIONS

"Over the counter medications" such as Aspirin, Tylenol, balms, ointments, creams, etc. can be given with verbal/signed consent by parents, guardians, or persons acting in loco parentis. Parents, guardians, or persons acting in loco parentis will be notified prior to non-prescribed medications being administered at school.

SELF-ADMINISTRATION OF MEDICATION

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.
 - c) A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

I. The written authorization of the student's parents, legal guardian, or person standing in loco parentis; and

2. A written order from the student's physician stating that the student:

- a. Is capable of completing the proper method of self-administration of the stress dose medication; and
- b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent- legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto injectable epinephrine, diabetes medication, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Immunizations

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;

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

Communicable Diseases and Parasites

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parents or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the district's exposure control plan when dealing with any blood-borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with IMMUNIZATIONS, the district shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the district who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and

control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

UPON RETURN TO SCHOOL: Parents/guardians must accompany the student to be checked by the school's nurse before re-entering class. Only one day's absence during each infestation will be excused for the treatment of head lice.

The Arkansas Department of Child Welfare and/or other agencies may also be contacted by school officials when there is reasonable suspicion that the parents aren't taking adequate precautions in the home environment.

Notification of Yearly Health Screenings

Cutter Morning Star School is required by law to perform yearly health screenings in the following areas:

- Vision & Hearing Grades: Preschool, K, 1, 2, 4, 6 & 8
- Scoliosis Grades: 6 Girls, 8 Girls & Boys
- Body Mass Index Grades: K, 2, 4, 6, 8 & 10 (Height & Weight)

Body Mass Index

In accordance with state law, students in even numbered grades (excluding 12th) will take part in body mass index measurements. The results of these measurements will be provided to parents as part of individual student health reports.

Objection to Physical Examination

Parents and students, eighteen (18) years of age or older, have the right to prohibit physical examinations or screenings. This may include vision tests, hearing tests, scoliosis tests, BMI screening, non-emergency invasive physical examinations, or others. Concerned individuals should fill out the Objection to Physical Examinations or Screenings located in the Appendix of this handbook. (SEE CMS SCHOOL BOARD POLICY)

Parents must submit a letter in writing stating refusal of BMI/Scoliosis, Vision, or Hearing Screening.

Water Bottle Use Policy

Water bottles will be allowed in the classrooms with the following considerations:

- The bottle must only contain WATER. (No juice, soda, etc.)
- The bottle MUST BE clear or see through.

- Must have a closable lid, screw on lid preferred to help with spills.
- The student will be responsible to fill the bottle before class starts or during lunch or recess.
- Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, projectors, etc.). Water will not be allowed in any computer labs, nor in the library.
- Classroom rules regarding the use of the restroom will be in effect. Students are responsible to take care of restroom needs before/between classes.

Sunscreen Use at School

Students may possess and use an over-the-counter topical sunscreen while on school property or at a school- related event or activity.

Before, the only person authorized to administer an over-the-counter medication was the school nurse. This also allows students to use or possess sunscreen without a prescription.

Insurance

The school administration will secure student accident insurance through a reliable company at a reasonable rate. This insurance will be offered to each child only once a year. Through this program your child can be insured against accidents which may occur while at school, on the way to and from school, and while on school-sponsored trips other than social trips. Parents are urged to provide this protection for their children.

DISCIPLINARY POLICY AND PROCEDURES

The Cutter Morning Star 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 CMS School Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to the 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:

- o A felony or an act that would be considered a felony if committed by an adult;
- o An assault or battery;
- o Drug law violations; or
- o Sexual misconduct of a serious nature.

Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District shall incorporate the District's multi-tiered behavioral intervention procedures in accordance with Policy 4.60 in the application of student discipline.

The district's personnel policy committees shall annually review the district's student discipline policies, including state and district student discipline data, and may recommend changes in the policies to the Cutter Morning Star School CMS School Board. They 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's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

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

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

The superintendent shall make a report annually to the CMS School Board on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying. SEE CMS SCHOOL BOARD POLICY SECTION – 4.17

STUDENT EXPECTATIONS

1. Students are expected to take textbooks and writing equipment to each class. Failure to take textbooks, paper, and pencil or other assigned material to class will result in a student receiving an appropriate penalty.
2. Students will be given one electronic bathroom pass per day. They will not be permitted to go to the restroom during class outside of this one time unless a doctor's note is provided.
3. Inappropriate displays of affection are forbidden on the school premises or on school-sponsored trips.
4. No open drink cans are allowed in classrooms.

Honor Graduate Requirements

With the implementation of LEARNS and the new requirements surrounding Success Ready Pathways, Acceleration, and graduating with Merit or Distinction, DESE has sent guidelines for districts to consider when writing their policies for honors graduates. CMS HS is proposing the following to meet the recommendations from DESE.

HONOR GRADUATES – Beginning with the class of 2028 and beyond

A student may be eligible to be designated as an honor graduate if the student has:

- Been enrolled in public school for the entirety of the student's high school career;
- Been enrolled in a District high school for the student's entire final year;
- Completed their Community Service Learning credit.
- Completed a Success Ready Pathway with courses taken in sequential order and earned a demonstration of success readiness via one of the following:
 - Identified High Wage, High Demand Industry-Recognized Credential
 - 12 or more postsecondary credits
 - Arkansas Certified Pre-Apprenticeship leading to a Registered Apprenticeship
 - AP Scholar Designation – Earning a score of 3 or higher on 3 or more AP exams
 - AP Scholar with Honor Designation – Earn an average score of at least 3.25 on all AP exams taken, and scores of 3 or higher on four or more of these exams.
 - ASVAB Score of 51 and completion of an approved Enlistment Pathway
 - Earn the Seal of Biliteracy

Seniors who meet these requirements are eligible to be recognized with the following honors:

Summa Cum Laude – honor graduates whose rank places them in the top five percent of the class. Students who have been enrolled at Cutter Morning Star High School for less than one calendar year before graduation may not be named a Summa Cum Laude graduate.

Magna Cum Laude – honor graduates whose rank places them in the second five percent of the class.

Cum Laude – honor graduates whose rank places them in the third five percent of the class.

Summa cum laude, Magna cum laude, and Cum laude will be determined after eight semesters.

- 5.
6. Headgear of any kind is to be removed for the Pledge of Allegiance, National Anthem, or when a teacher or staff member asks for it to be removed.
7. Any student in the hall during class time must have an electronic hall pass and wear their classroom hall pass vest issued by his/her teacher for that period.
8. Students are expected to show proper respect to teachers, peers, and all with whom they come in contact.
9. No loitering, using phones, horseplaying, "play fighting", etc. in the restrooms.
10. Running or horseplay in school buildings is not tolerated.
11. Skipping school, cutting classes, being tardy, leaving school without permission (truancy), and disruptive behavior are forms of student conduct that are not acceptable in maintaining a good school climate.
12. Student notes, social media messages, or any other form of electronic communication containing vulgarities/obscenities are not to be circulated on campus.
13. Students possessing money or other valuables do so at their own risk. The school is not responsible for stolen personal items.
14. All bills must be paid before students will receive report cards.
15. All damaged books and materials must be paid for by the student.
16. Lost and found articles should be turned in at the office. The school is not responsible for lost articles, but will assist in trying to locate them.
17. Students of Cutter Morning Star High School in grades 7-12 are to remain on the high school campus at all times.
18. Students are to follow the daily bell schedule. Upon arrival, go immediately to the cafeteria and stay there until you are dismissed. Do NOT go to any classroom before 7:30 and be off campus within ten minutes of the final dismissal bell, other than for activities, school functions, etc.

Authority for Student Discipline

Teachers, principals, administrators, non-certified personnel, and bus drivers have the authority to take customary and reasonable measures to maintain proper control and discipline among

students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. SEE CMS SCHOOL BOARD POLICY SECTION

Prohibited Conduct

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the CMS School 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, vapes, or e-cigarettes in any form on any property owned or leased by any public school;
6. willfully or intentionally damaging, destroying, or stealing school property;
7. possession of any electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
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, or anything represented to be a drug;
9. sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. inappropriate public displays of affection;
11. cheating, copying, the use of AI for cheating, or claiming another person's work to be his/her own;
12. gambling;
13. inappropriate student dress;
14. use of vulgar, profane, or obscene language or gestures;
15. truancy;

16. tardiness – excessive;
17. engaging in behavior designed to taunt, tease, degrade, or ridicule another person based on race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. possess, view, distribute, or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. hazing, or aiding in the hazing of another student;
20. gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. sexual harassment;
22. bullying;
23. operating a vehicle on school grounds while using a wireless communication device; and/or
24. theft of another individual’s personal property.
25. Antisemitism (See Policy 4.65 – Antisemitism Prohibited)

Multi-Tiered Behavioral Interventions (See Policy 4.60 for full policy)

The District shall establish a multi-tiered system of behavioral interventions for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior.

Behavior Intervention Team

A behavior intervention team (BIT) shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The BIT shall include members who are academic and behavioral assessment and intervention professionals.

A student’s BIT shall:

- A. Work with the teachers of a student to complete an FBA of the student and an assessment of any problematic situations involving the student;
- B. Consider the need for a BIP (Behavior Intervention Plan) to prevent or resolve the social, emotional, or behavioral difficulty of the student and develop a response that will de-escalate and stabilize a potential emergency situation that approaches the danger level: and

- C. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

Physical Restraint

Except in the case of an unavoidable emergency in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

When using physical restraint on a student, school personnel shall:

- Use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others;
- Use the safest method available and appropriate to the situation.
- Consider the health and safety of a student, including, without limitation, whether the student has an existing medical condition that makes the use of physical restraint inadvisable;
- Not restrict the ability of a student to communicate unless the use of a less restrictive technique will not prevent imminent danger of serious physical harm to the student or others;
- Use only the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others;
- Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student; and
- Continuously and visually observe and monitor the student while the student is under physical restraint.

Physical restraint of a student shall only be used for a limited period of time and shall not be used:

- When imminent danger or serious physical harm to the student or others dissipates;
- If a medical condition occurs that puts the student at risk of harm;
- Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others;
- After the threat of imminent danger of serious physical harm to the student or others dissipates, or
- In the following manner:
 - To punish or discipline the student;
 - To coerce the student;
 - To force the student to comply;
 - To retaliate against the student;

- To replace the use of an appropriate educational or behavioral support;
- As a routine safety measure;
- As a planned behavioral intervention in response to the behavior of the student that does not pose an imminent danger of serious physical harm to the student or others.
- As a convenience for school personnel, or
- To prevent property damage, unless the act of damaging property committed by the student pose an imminent danger or serious physical harm to the student and others.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program, and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student:

- Mechanical restraint:
- Chemical restraint:
- Aversive behavioral interventions that compromise health and safety:
- Physical restraint that is life-threatening or medically contraindicated: or
- Prone restraint or other restraint that restricts the breathing of a student.

STUDENT DISCIPLINE ACTION GUIDELINES

Students and staff require a safe and orderly learning environment conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are prohibited by the CMS School Board. Misbehaviors are listed in three (3) specific levels depending on the seriousness of the offense. Following each group of offenses is a list of penalties from which the administrator, and in some cases, the teacher, will determine appropriate actions. The penalty for the offense will be assessed depending on the seriousness of the violation and the frequency of the misbehavior, with the minimum penalty of a verbal warning up to a maximum penalty of expulsion proceeding and/or expulsion. The groups are not intended to include all possible actions of misbehavior. In the event of a disciplinary violation, the High School administration will make decisions based on the nature, occurrence, and severity of the violation, based on the guidelines.

Level 1: Misbehavior Violations

Violation	Minimum Action	Maximum Action
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<u>Academic Dishonesty</u> - Cheating, copying, the use of AI, or claiming another person's work to be his/her own -Standard 12.02 Grades must reflect what the student has achieved on the course objectives.	Warning, parent conference, the student will re-do the assignment or complete an alternate assignment, loss of credit (zero) for the assignment	ISS/OSS (Habitual)
<u>Classroom Rule Violation</u> - Level 1 behaviors, including, but not limited to, disrupting class, talking, refusing to work, etc.	Warning	ISS/OSS (Habitual)
<u>Tardies</u> - Students who arrive within the first 29 minutes of class without a pass or notification from an adult in the building.	Teacher marks student tardy in eSchool Four tardies will result in detention	ISS
<u>Dress Code Violation</u>	Warning: the student will be required to change clothes (The student may call home for a parent to bring a change of clothes, or the school may have clothing a student may change into.)	ISS until corrected
<u>Possession of any electronic communication devices</u> - Students are allowed to have devices before entering the school building, and after school, unless exempted by the administration for health or other compelling reasons.	Confiscation of the device. The device will be held in the school's main office until a parent/guardian can retrieve the device. ISS	ISS/OSS, depending on the degree of offense, and if repeated violations
<u>Use of vulgar, profane, or obscene language or gestures</u> in the general population	Warning	ISS/OSS, depending on the degree of offense, and if repeated violations
<u>Inappropriate display of affection on campus</u> - students will not show affection by kissing, inappropriate touching, prolonged hugging, etc.	Warning: Parent notification	ISS/OSS, depending on the degree of offense, and if repeated violations
<u>Disorderly Conduct</u> - Horse playing,	Warning: Parent notification	ISS/OSS, depending on

running in the halls, throwing items, hitting, disrespectful to school employees in words or actions		the degree of offense, and if repeated violations
<u>Teasing</u> (CMS School Board Policy) - Students are not to engage in language or actions that would be hurtful to others	Warning: parent notification	ISS/OSS, depending on the degree of offense, and if repeated violations
<u>Possession of laser pointers</u>	Warning: confiscation of the device	ISS/OSS, depending on the degree of offense, and if repeated violations

Possible consequences for Level 1 offenses:

Minimum:

- Warning
- Parent contact by teacher, counselor, dean of students, or administrator
- Lunch Detention
- After School Detention
- Student/parent/teacher and/or administrator conference
- Confiscation of objects prohibited by the rule
- School Counselor Referral
- Maximum 1-10 day suspension

Depending on the severity of the offense, the principal and his/her designee may impose the maximum consequence. Generally, they will use progressive discipline as behaviors persist.

Level 2: Disruptive and Disorderly Behavior Violations

Violation	Minimum Action	Maximum Action
<u>Truancy</u> - Leaving class or school grounds without permission	Warning, lunch detention, parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Fighting</u> - Physical altercation between two students	Parent conference, ISS	OSS/Expulsion, depending on the degree of offense, and if

		repeated violations occur
<u>Use of verbally abusive language, profanity, obscene gestures, threats, or "fighting words"</u>	Warning, lunch detention, parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Use of profanity directed toward a staff member</u>	Warning, lunch detention, parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Disorderly Conduct/Reckless Conduct/Disruption and interference with school routine</u> - inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program	Parent conference, ISS	OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Disruption of school bus</u>	Warning, lunch detention, parent conference	OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Harassment of students or school personnel</u>	Parent conference, ISS	OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Altering or destroying school records</u>	Warning: Parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Theft or Forgery</u>	Warning: Parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur

<u>Gambling</u>	Warning: Parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Boycotts, walkouts, or protests</u>	Warning: Parent conference	ISS/OSS/Expulsion, depending on the degree of offense, and if repeated violations occur
<u>Hazing</u>	Parent conference, ISS	OSS/Expulsion, depending on the degree of offense, and if repeated violations occur

Possible consequences for Level 2 offenses:

Minimum:

- Warning
- Parental Contact/Conference
- Lunch Detention
- After School Detention
- Exclusion from Extracurricular Activities
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Community Service Hours
- Bus Suspension (for bus infractions only)
- Expulsion (habitual)
- Corporal punishment

Depending on the severity of the offense, the principal and his/her designee may impose the maximum consequence. Generally, consequences will become more severe as behaviors persist.

Please note: In the case of a fight between two or more students, staff will use video and other available resources to ascertain which student was the aggressor. The aggressor shall be punished more severely than other students.

Level 3: Illegal Behavior Violations

Violation	Minimum Action	Maximum Action
Bullying (CMS School Board Policy)	ISS	Expulsion
Willfully and intentionally physically assaulting/ attempting/ or threatening to assault or physically abuse any student or school employee	ISS	Expulsion
Verbal abuse of staff (to use violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner)	ISS	Expulsion
Engaging in behavior designed to taunt, degrade, or ridicule another person based on race, ethnicity, national origin, sex, or disability	ISS	Expulsion
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.	ISS	Expulsion
Possession of a firearm (whether loaded or unloaded) or weapon (knife, club, multi-tool, etc.)	ISS	Expulsion
Use of a firearm or other weapon (knife, club, multi-tool, etc.) on school property	OSS	Expulsion
Possession or the use of explosives or fireworks on school property	ISS	Expulsion
Use and/or possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug or drug paraphernalia, unauthorized inhalants, or the inappropriate use or sharing of prescription or over-the-counter drugs, vaping, THC, or other intoxicants, or anything represented to be a drug.	Fines, Citation, and ISS	Expulsion individuals for 5+ years of service to the district
School fraternities, secret societies, and gang	ISS	Expulsion

membership and activity on school grounds. Gang 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 (SEE CMS SCHOOL BOARD POLICY)		
Indecent Exposure or Sexual Misconduct	ISS	Expulsion
Inciting a Riot	ISS	Expulsion
False Emergency Alarm	ISS	Expulsion
Blackmail / Vandalism / Defacing School Property	ISS	Expulsion
Extortion or Coercion	ISS	Expulsion
Arson, Robbery, or Theft	ISS	Expulsion
Homicide	OSS	Expulsion

Possible consequences for Level 3 offenses:

Minimum:

- ISS
- OSS
- Community Service Hours
- Expulsion

Discipline and penalties for the infraction of school and CMS School Board behavior policies will be based on the severity and frequency of occurrence, ranging from a minimum of a verbal warning to a maximum of expulsion proceedings and/or expulsion.

****In some instances, law enforcement authorities may be notified. Violation of this policy will result in disciplinary action and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or act of violence may have been committed on campus. (Act 706 of 1997)**

Vaping and/or Smoking

State laws and policies (See below) prohibit faculty, students, parents, and visitors from smoking in the public schools, on school grounds, and in school vehicles. This is to include the use of smokeless tobacco. Because of the dangers of vaping and the recent rise of fentanyl laced vapes, these cases will be taken very seriously for the safety of our student population.

See AR Code § 5-78-102 (2024), AR Code § 6-21-609 (2024), ASBA Policy 4.23 for full laws and policies

All offenses will be reported to on-campus Resource Officers, possibly resulting in a citation and testing for the presence of THC.

1st Offense for possession or distribution: 2 days of (ISS) in-school suspension, \$25 fine and citation.

2nd Offense for possession or distribution: 4 days of (ISS) in-school suspension, \$50 fine, criminal charges and must appear in court.

3rd Offense for possession: Discipline at the discretion of the building principal up to and including expulsion.

Failure to serve discipline shall result in an immediate minor in possession of a controlled substance charge.

A cessation program for students, staff, and parents is offered at the Garland County Health Office.

Discipline and penalties for the infraction of school and CMS School Board behavior policies will be based on the severity and frequency of occurrence, ranging from a minimum of a verbal warning to a maximum of expulsion proceedings and/or expulsion.

Arkansas codes 5-78-102 states:

(a) 1. As used in this section, "minor" means a person who is under twenty-one (21) years of age.

2. "Minor" does not include a person who:

- a. Is under twenty-one (21) years of age if the person presents a military identification card establishing that he or she is a member of the United States Armed Forces; or
- b. Has attained nineteen (19) years of age as of December 31, 2019.

(b) A cigarette or tobacco product, vapor product, alternative nicotine product, or e-liquid product found in the possession of a minor may be confiscated by a certified law enforcement officer or a school official and immediately destroyed.

(c) If a minor who is found by a court to be in violation of a criminal statute is also found to have been in possession of a cigarette or tobacco product, vapor product, alternative nicotine product, or e-liquid product at the time of the violation of the criminal statute, the court may

order the minor to perform up to three (3) hours of community service and to enroll in a tobacco education program, in addition to any other punishment imposed by the court for the violation of the criminal statute.

(d) 1. Any additional punishment ordered by the court under subsection (c) of this section is not a criminal offense and shall not be recorded as a criminal offense in the records of this state.

2. All records of a proceeding under this section shall be permanently expunged from any record created or maintained by any agency, department, county, or municipality.

6-21-609 states:

(a) As used in this section, "e-cigarette" means an electronic oral device that provides a vapor of nicotine or another substance that, when used or inhaled simulates smoking, including without limitation a device that:

(1) Is composed of a heating element, battery, or electronic circuit, or a combination of heating element, battery, and electronic circuit;

(2) Works in combination with a liquid nicotine delivery device composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes; and

(3) Is manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other name or descriptor.

(b) Smoking tobacco, the use of tobacco or tobacco products, or the use of e-cigarettes is prohibited:

(1) In or on real property owned or leased by a public school district, including a public charter school; or

(2) In or on personal property, including without limitation school buses, owned or leased by a public school district, including a public charter school.

(c) A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.

(d) A person who violates this section commits a violation punishable by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100).

Definitions

Corporal Punishment – Any certified teacher or administrator in the Cutter Morning Star School District may use corporal punishment, provided the punishment is administered in order to maintain discipline and order within the school. The following guidelines apply: (1) Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student may be punished. (2) The student will be allowed to respond to the infraction

against him/her. (3) Corporal punishment shall be administered by a certified teacher in the presence of a school administrator. (4) Parents may choose an

option as to whether their child is given corporal punishment. It is the responsibility of the student to inform the teacher or administrator of this option. (SEE CMS SCHOOL BOARD POLICY SECTION)

Detention – Assignment to detention should be for inappropriate behaviors. The principal dean of students, or a teacher may assign detention. Detention will be during lunch. Students who have been assigned detention must get their lunch and report to detention immediately. While students are in D-hall he or she must be productive during this time. Productive means having classwork or homework that needs completed or having a book to read. Coming unprepared could result in additional days assigned D-hall. If D-hall is missed the student will be assigned an extra day and will have to make up the day they missed. If a student doesn't report to detention on time, the day will not count and a day will be added to the term of detention. Students not reporting to detention or misbehaving (talking, playing, making noises, turning around) shall be referred to the principal. Cell Phones must be turned in to the detention supervisor.

In-School Suspension (ISS) – A student may be placed in ISS for disciplinary reasons. The principal will determine the length of ISS. Any student in ISS will not be allowed to participate in any extracurricular activities, practices, games, dances, organizational activities, etc..., while serving in ISS. After recurrent ISS assignments for any particular student, the ALE committee may evaluate the need for placing the student in ALE. Electronic devices will be turned in to the office each morning and picked up at the end of the day while the student is serving ISS. If devices are found in the ISS room, another day of ISS or corporal punishment will be added.

Out-of-School Suspension (OSS) – The principal shall be authorized to suspend students for up to ten (10) school days in a single violation for violation of the district's written discipline policies. Prior to such suspension the principal shall inform the student orally or in writing what conduct code violation the student has broken. (SEE CMS SCHOOL BOARD POLICY SECTION)

Expulsion – A student may be expelled from school with loss of credit. The principal may recommend the expulsion in writing to the superintendent. If the superintendent concurs with the recommendation, she shall schedule a hearing before the school CMS School Board, and they may expel a student for the remainder of the semester, the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would cause unreasonable danger to other students and faculty members. (SEE CMS SCHOOL BOARD POLICY SECTION)

Behavior Not Covered

The school district reserves the right to punish behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

Students shall make restitution for any property stolen or damaged by them and shall be subject to other disciplinary measures.

Parents/guardians of any minor student under the age of 18 and living with parents/guardians may be liable for damages caused by said minor in an amount not in excess of \$2,000.00.

Discipline for Students with IEPs

Students with IEPs 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 appropriate public education.

The Individualized Education Plan (IEP) team for a student with an IEP considers whether particular discipline procedures should be adopted for that student and included in the IEP.

Students with IEPs may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a student with an IEP be excluded for more than ten (10) days in a school year, unless a manifestation determination meeting has taken place.

The high school and elementary school principals will serve as grievance officers for Act 504 concerning discipline for students with IEPs.

Bullying – A No Tolerance Policy (4.43)

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

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that:

May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;

1. Involves an actual or reasonably perceived power imbalance;
2. Is repeated or has a high likelihood of repetition; and
3. Causes or creates actual or reasonably foreseeable:
 - physical harm to a public school employee or student or damage to the public school employee's or student's property;
 - substantial interference with a student's education or with a public school employee's role in education;
 - a hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or

- substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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

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

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;
4. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;

5. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
6. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
7. Signing up a school employee for a pornographic Internet site; or
8. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment, or is directed specifically at students or school personnel and is maliciously intended to disrupt 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;
- The inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment; Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they

consider to be bullying, including a single action that if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;

- b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

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

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

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.

Copies of this policy shall be available upon request.

SEARCH, SEIZURE, AND INTERROGATIONS

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

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any

time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

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

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

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

Disruption of School

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. Neither 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's office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or

with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Student Assault or Battery

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.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- a. cause a breach of the peace;
- b. materially and substantially interfere with the operation of the school; or
- c. arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

Weapons and Dangerous Instruments

Definitions

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

"Possession" means having a weapon on the student's body or in an area under the student's control. "Weapon" includes, but not limited to any:

- Firearm;
- Knife;

- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm

No student, except for military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while

- in a school building;
- on or about school property;
- at any school sponsored activity or event;
- on route to or from school or any school sponsored activity; or
- off the school grounds at any school bus stop.

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

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

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.² Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period

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

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

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

Tobacco, Electronic Nicotine Delivery Systems, and Related Products

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, 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.

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

Drugs and Alcohol

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Cutter Morning Star School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplements or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplements or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy—STUDENT MEDICATIONS.

Law enforcement officers and employees of a school are immune from civil liability for the confiscation from a minor on a school campus or at a school-sponsored event of:

- Nicotine, tobacco products, vapor products, alternative nicotine products, e-liquid products, or cigarette papers; or
- A product that the individual reasonably believes to be a vapor product.

Legal References: A.C.A. § 6-21-609

STUDENT DRESS AND GROOMING

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, the abdomen, or the breast of a female. The superintendent shall establish student dress codes for the district's schools, to be included in the student handbook, and are consistent with the above criteria.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Threaten the health or safety of staff or students;
4. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically, students shall adhere to the following rules for appropriate attire:

1. Students must wear clothing that covers their skin from shoulders to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides. (No spaghetti straps allowed unless covered by other clothing. No rips in jeans and shorts above mid thigh.)

2. Students must wear shoes at all times except when changing for physical education or athletic practices, events, or when specifically directed otherwise by a teacher or administrator.
3. Clothing must cover undergarments (waistbands and straps included).
4. Breasts, chest, genitals, midriff, and buttocks must be covered with opaque (non-see-through) fabric.
5. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, wood shop, and other activities where unique hazards exist.

Specialized courses may require specialized attire, such as sports uniforms or safety gear.

A student's primary clothes must meet the dress code requirement, regardless of whether they have a jacket or other clothing that covers the dress code violation. For example, if a student has a shirt that is too short, they cannot cover it with a jacket but will be asked to change their shirt.

A Student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student's natural, protective, or cultural hairstyle includes without limitation afros, dreadlocks, twists, locs, braids, cornrow braids, bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

The Cutter Morning Star School Board may impose additional rules on dress and grooming in the interest of decency, cleanliness, safety, health, or in such cases will disrupt the educational process or interfere with the rights or opportunities to learn or teach.

Students not meeting the dress code requirements will call parents/guardians to bring appropriate clothing. Students will have to change to the appropriate attire when dress code policies are not met. If a parent/guardian cannot be contacted, the student will wear school-issued clothing for the remainder of the day and go to In-School Suspension (ISS). (SEE CMS SCHOOL BOARD POLICY)

Gangs and Gang Activity

The CMS School 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 Cutter Morning Star School District is committed to providing an academic environment that treats all students 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.

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

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

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

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

2. The conduct is:
 - a. Unwelcome; and
 - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Constitutes:
 - a. Sexual assault;
 - b. Dating violence
 - c. Domestic violence; or
 - d. Stalking.

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

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 and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

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

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

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

Click here for the full law: [4.27 Student Sexual Harassment](#)

Student Use of Multiple Occupancy Room

Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals. which includes. without limitation. a restroom. locker room. changing room. or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a district building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a responsible accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- o custodial. maintenance. or inspection purposes;
- o To render emergency medical assistance;

- o To address an ongoing emergency, including without limitation a physical altercation;
- o To accommodate individuals protected under the Americans with Disabilities Act; or
- o To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

Student Name, Title, or Pronoun

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student is an emancipated minor or over eighteen years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of a name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

1. Name other than that listed on the student's birth certificate, except for derivatives of the name; or
2. Pronoun or title that is inconsistent with the person's biological sex.

Student Religious Expression

The Cutter Morning Star School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the district shall provide a process to eliminate any actual or perceived sponsorship or attribution to the district of a student's public voluntary expression of a religious viewpoint, if any.

Eighteen Year old Policy

Public law 93-380 (Buckley Amendment) states that upon reaching the age of eighteen "The permission or consent required of, and the rights accorded to, the parents of the student shall thereafter only be required of and accorded to the student." When parents sign the 18-year-old policy, they relinquish all access to their child's school records, including grades, progress reports, discipline records, attendance, etc. While this allows certain privileges, it does not allow an 18-year-old student to violate or ignore school policy such as signing out of school for unauthorized purposes. Neither an 18-year-old nor a parent can authorize the abrogation of school policy and procedure. To invoke this right, the 18-year-old student must fill out the proper form in the office. As a courtesy, the office will notify the parent of the child's decision to invoke this right.

Student Assignments

Student assignments include, but are not limited to:

- o Homework
- o Classwork
- o Artwork; and
- o Other written or oral assignments

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged;
 - a. By ordinary academic standards of substance and relevance; and
 - b. Against other conventional, pedagogical topics as identified by the District curriculum; and
2. Not be penalized or rewarded based on the religious content, if any, of the student's assignment.

Student Presenters

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral, or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14 – Student Media and the Distribution of Literature

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined inappropriate. A student's refusal to amend the remarks that were deemed inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or district staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, then the building

principal or district staff member may escort the student from the forum and the student may be disciplined in accordance with the district's student code of conduct.

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the district. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students.

We will notify students of upcoming forums by email, our website, and social media.

Laser Pointers

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

CAFETERIA POLICIES AND PROCEDURES

The National Lunch Program and its vision to improve the health and education of children through better nutrition began in 1946. The National School Lunch and Breakfast Program can help improve a student's nutritional status and readiness to learn. Students who participate in the school breakfast program perform better in school and have fewer absences than non-participants. Under-nutrition increases the risk and severity of illness and iron deficiency anemia results in shortened attention span, fatigue, and decreased ability to concentrate. School meals at CMS meet the regulatory requirements of the Child Nutritional Program administered by the USDA. Nutritional meals are provided for students at a nominal cost. All students are encouraged to apply for the reduced and free meal program that is available to qualifying students. Meal applications are in the student packet passed out at the beginning of each school year and can also be attained year round in the cafeteria or school office.

School Meal Modifications

Except for requests to receive "lactose free" milk¹, the district only provides modified meal components on menus to accommodate students. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by a:

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

- Dentists.

The medical statement should include:

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

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

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

Parents may submit a written request for their student to be provided "lactose free" milk. The parent's request is not required to be accompanied by a medical statement in order for it to be granted.

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

Except for requests to receive "lactose free" milk, the district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Notes: ¹The USDA does not consider requests for "lactose free" milk to be a meal modification that requires medical documentation as it is still dairy milk; this is not true for "non-dairy" milks, such as oat milk or soy milk.

Food Service Prepayment

Free Breakfast and Lunch: The District participates in the USDA's CEP and provides meals to all students at no charge. Every student may receive one free breakfast and one free lunch daily.

The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas.

A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be

charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods:

1. Submitting cash or check payment to the school office or the food service office.
2. Depositing funds through the District's online service, myschoolbucks.com

Meal Charges: The district **does not** provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the district that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods: • Submitting cash or check payment at school office or the food service office • Depositing funds through the District's online service; myschoolbucks.com

A student's parents will be contacted by authorized district personnel regarding a student's prepaid account balance at the following times:

When the student's account has ten dollars (\$10) left and to send a letter along with a copy of the policy if the student's account becomes empty.

Hunger Free Students Bill of Rights Act

The Hunger-Free Student's Bill of Rights Act 428 of 2019 requires schools to provide a student requesting a meal or snack one that is no different from those served to their peers. All students will have access to the school's meal or snack services regardless of the debt owed. If a student is unable to pay for a meal or snack, or owes money for a meal or snack, a school shall not stigmatize the student in any way.

Parents or guardians are responsible for ensuring there are sufficient funds in a student's meal account. Students will be provided a meal in accordance with the Hunger Free Bill of Rights Act, however, if a student owes money for a meal or snack that is in excess of the amount charged a student for five (5) lunches the District will attempt to contact a parent or guardian to collect the money or request that the parent or guardian apply for a federal or state child nutrition program.

Money left in a meal account will be carried over to the following year as credit for the student's meal account.

Meal Plan Payments

All meal plans are to be paid "in advance" with qualifying paper work and/or money in a deposit envelope. Deposits can be done daily, weekly, biweekly, monthly, or yearly (178 meal days).

Money left in an account at the end of the school year will be carried over to the following school year as a credit for the student to start with.

- No money will be collected in the serving line from students or staff, only deposit envelopes.

- Money in meal deposit envelopes are for meal accounts and will be deposited as so. Parents/guardians please keep money separate from school activity payments.
- For parents/guardians who fail to send lunch money the cashier will document a warning to the student that they need to bring lunch money. Notices of negative balances will be mailed to parents on a regular basis.
- Parents can pay school lunch balances online at www.myschoolbucks.com. Please see the nutrition director for details.

Expectations of Students in the Cafeteria

- Food, milk or juices served to students are not to be taken out of the cafeteria.
- Students are to remain orderly and reasonably quiet while in the cafeteria.
- All students are to “stop” at the register and take care of business before getting a meal, etc.
- While eating, students are to use quiet voices, remain seated and follow the cafeteria supervisor’s instructions.
- When finished eating, students are to put their food tray and all trash in the trash cans before being dismissed.
- Students are NOT allowed to share food.
- Students are NOT to take food into the restrooms.
- Parents and other authorized visitors are not allowed to bring lunch for their child.

Eating and/or drinking in the building during class or lunch is up to the discretion of the principal.

Cutter Morning Star High School is a closed campus facility. This is a state law. (Regulatory Authority: 7 CFR 210.16a Index Code EF)

Food Deliveries

A profit making business is prohibited to deliver food orders to any students anywhere on school campus.

A student’s parent or legal guardian may deliver lunch to their child by placing it on the designated table in the school foyer. All lunches must be clearly labeled with the student’s name.

Parents and legal guardians may only provide food for their own student(s). Food may not be delivered to other students/groups of students.

To help ensure your child receives the lunch, please communicate with them before the school day begins if you plan to deliver food. To minimize disruptions to instruction, school staff will not call students out of class to notify them that a lunch has been dropped off.

Students are responsible for picking up their delivered lunch, and the school cannot guarantee that a student will receive a lunch that has been left in the foyer.

A student may not check out during lunch period unless accompanied by his or her parent/legal guardian. (SEE CMS SCHOOL BOARD POLICY)

Discipline and penalties for the infraction of school and CMS School Board behavior policies will be based on the severity and frequency of occurrence ranging from a minimum of a verbal warning to a maximum of expulsion proceeding and/or expulsion.

******In some instances law enforcement authorities may be notified. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or act of violence may have been committed on campus. (Act 706 of 1997)

4.35—STUDENT MEDICATIONS

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

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

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

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

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

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules. 1

Schedule II Medications 2

Option 1: The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy.

Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Option 2: Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Self-Administration of Medication

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or nasal spray epinephrine;

- 2) Perform the student's own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on the student's person:
 - a) A rescue inhaler or nasal spray epinephrine; or
 - b) the necessary supplies and equipment to perform the student's diabetes monitoring and treatment

functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student and parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
 - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
 - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

1. In school.
2. At an on-site school sponsored activity;
3. While traveling to or from school; or
4. At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting the student's medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable or nasal spray epinephrine, diabetes

medication, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self- carry a rescue inhaler, auto-injectable or nasal spray epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

Emergency Administration of Glucagon and Insulin

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. A current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other

duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other trained school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer epinephrine either through an auto-injector or nasal spray, in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student and school nurse authorizing the nurse or other trained school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer either through an auto-injector or nasal spray, and who have written permission from their parent or guardian shall provide the school nurse either an auto-injector or nasal spray epinephrine. This epinephrine will be used in the event the school nurse, or other school employee certified to administer epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying epinephrine or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine on hand that is suitable for the students the school serves. The school nurse or other trained school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other trained school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Emergency Administration of Albuterol

The school nurse or other trained school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student and school nurse authorizing the nurse or other trained school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other trained school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other trained school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand and the

school nurse and school resource officer shall possess an anti-opioid at all times when on duty. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

Emergency Administration of Emergency Adrenal Insufficiency Medication

The school nurse or other trained 6 school employees designated by the school nurse as a care provider who have been trained 6 and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained 6 school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

Seizure Disorder Medications

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

1. Provide the school with written authorization to administer the seizure medication at school;
2. Provide a written statement from the student's healthcare provider that shall contain the following information:

The student's name;

The name and purpose of the medication;

The prescribed dosage;

The route of administration;

The frequency that the medication should be administered; and

The circumstances under which the medication should be administered;

1. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

Notes: A.C.A. § 17-87-103(11) provides for the administration of Glucagon, insulin, or both to students suffering from diabetes.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Division of Elementary and Secondary Education and Arkansas State Board of

Nursing Rules Governing the Administration of Insulin, Glucagon, and Medication for

Adrenal Insufficiency or Adrenal Crisis to Arkansas Public School Students

A.C.A. § 6-18-701

A.C.A. § 6-18-707

A.C.A. § 6-18-711

A.C.A. § 6-18-714

A.C.A. § 6-18-717

A.C.A. § 6-18-720

A.C.A. § 6-18-721

A.C.A. § 17-87-103 (11) and (14)

A.C.A. § 20-13-405

4.65—ANTISEMITISM PROHIBITED

“Antisemitism” means a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Antisemitism may be expressed in speech; writing; visual forms; and actions, and employs sinister stereotypes and negative character traits.

The following are examples of actions, when taken as a whole, that may constitute antisemitism:

- The targeting of the state of Israel, conceived as a Jewish collectivity;
- Charging Jews with conspiring to harm humanity;
- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion;
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions;
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews;
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust);
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust;
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations;
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor;
- Applying double standards by requiring of Israel a behavior not expected or demanded of any other democratic nation;
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis;
- Drawing comparisons of contemporary Israeli policy to that of the Nazis; or
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitism does not include criticism of Israel similar to the criticism leveled against any

other country.

Discrimination and harassment based on antisemitism is expressly prohibited.

The District shall appoint an individual to act as the District's Title VI Coordinator, who shall be responsible for investigating any complaints of discrimination or harassment based on antisemitism. The District shall:

1. Include contact information for the Title VI Coordinator in information that is provided to staff, students, and parents; and
2. Provide the following on the District website that may be accessed through a link titled "Antisemitism/Title VI":
 - a. The District's definition of antisemitism;
 - b. A statement that antisemitism is prohibited in the District's educational programs and activities;
 - c. A statement that complaints of discrimination or harassment based on antisemitism may be filed with the Title VI Coordinator;
 - d. Contact information for the District's Title VI Coordinator; and
 - e. Information on how to file a complaint of antisemitism with the Title VI Coordinator at the Arkansas Department of Education.

A student or a student's parent may contact the District Title VI Coordinator directly with any complaints of discrimination or harassment based on antisemitism. District employees are responsible for timely notifying the District Title VI Coordinator of any complaints they receive or incidents they witness of discrimination or harassment based on antisemitism.

Complaints of discrimination or harassment based on antisemitism shall be investigated and handled in accordance with Policy 6.7—COMPLAINTS.

A student who is found to have violated the provisions of this policy may be subject to discipline, up to and including expulsion.

The District Title VI Coordinator shall report an incident or complaint of discrimination or harassment under this policy to the Arkansas Department of Education Title VI Coordinator.

In addition to the filing of a complaint under this policy, complaints of discrimination or harassment based on antisemitism may be submitted directly to the Title VI Coordinator at the Arkansas Department of Education.

Nothing in this policy shall be construed to diminish or infringe upon any right protected under the First Amendment to the United States Constitution or Arkansas Constitution, Article 2, §§ 4, 6, and 24.

Notes: In accordance with A.C.A. § 6-16-2002(1), the definition for antisemitism is taken from the definition adopted on May 26, 2016, by the International Holocaust Remembrance Alliance.

A.C.A. § 6-16-2003 encourages schools to:

- o Incorporate antisemitism awareness training into any required anti-bias training for students, employees, administrators, and campus police; and
- o Integrate Jewish-American heritage curriculum for students that incorporates Jewish experiences in the United States pre- and post-American Revolution; pre- and post-World War II and the Holocaust; and in modern times.

Cross Reference: 6.7—COMPLAINTS

Legal Reference: A.C.A. § 6-16-2001 et seq.

THE RELIGIOUS RIGHTS AT PUBLIC SCHOOLS ACT 400

Arkansas Act 400, also known as the Religious Rights at Public Schools Act of 2025, clarifies religious expression freedoms for students and staff in public schools. It was passed by the Arkansas Senate as SB223 and subsequently became Act 400. The bill emphasizes that students and staff have the right to express their religious beliefs in public schools.

Read the full act here: [THE RELIGIOUS RIGHTS AT PUBLIC SCHOOLS ACT 400](#)

4.35F2—MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print)_____

This form is good for the school year_____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes

schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is only valid for this school for the current academic year.

- A written statement from a licensed health-care provider who has prescriptive privileges that he/she the health care provider has prescribed the rescue inhaler, and/or auto-injectable epinephrine, and/or nasal spray epinephrine for the student and that the student needs to carry the medication on his/her the student's person due to a medical condition;
- The specific medications prescribed for the student;
- An individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler, and/or auto-injectable epinephrine, and/or nasal spray epinephrine.

If the school nurse is available, the student shall demonstrate his/her the student's skill level in using the rescue inhalers, and/or auto-injectable epinephrine, and/or nasal spray epinephrine to the nurse.

Rescue inhalers, and/or auto-injectable epinephrine, and/or nasal spray epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler, or an epinephrine auto-injector, or nasal spray epinephrine shall also provide the school nurse with a rescue inhaler, or an epinephrine auto-injector, and/or nasal spray epinephrine to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication(s) included on this form while on school grounds and at school sponsored events but that distribution of the medication(s) included on this form to other students may lead to disciplinary action against my student.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature _____ Date _____

Date Adopted: 07/01/2025

August 1, 2025

Annual Parent Notice

Right to Request Teacher Qualifications

Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- b. if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status.
- c. if the teacher is teaching in the field of discipline for which they are certified or licensed.
- d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school

Thank you for your interest and involvement in your child's education.

Sincerely,

Name: Karen Heatherly Title: Principal

Email: karen.heatherly@cmseagles.net Phone: 501-262-2414

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts:

Name: _____ Title: Equity Coordinator

Address: 2801 Spring Street, Hot Springs, AR 71901

Email: _____ Phone: 501-262-2414

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Student ID _____ Date _____

For Office Use Only

Google Workspace for Education Accounts

To parents and guardians,

At Cutter Morning Star School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google

Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Cutter Morning Star School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Not providing consent to use Google services will impact the educational experience. For example, students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for Cutter Morning Star School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Dr. Lance Campbell

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

Assignments	Drive and Docs	Google Meet	Keep
Calendar	Gmail	Google Vault	Migrate
Classroom	Google Chat	Google for Business	Sites
Cloud Search	Google Chrome Sync	Jamboard	Tasks

In addition, we allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services” (See the list at the end of this document.)

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third-party services. Google provides information about the information it collects, as well as how and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Cutter Morning Star School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, including things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student’s settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student’s apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student’s location as determined by various technologies such as IP address and GPS.

- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browsers, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend partly on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google except in the following cases:

With our school: Our school administrator will have access to your student's information. For example, they may be able to:

- View account information, activity, and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third-party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting **Jimmy Kladis at jimmy.kladis@cmseagles.net**. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at

<https://www.google.com/intl/en/policies/privacy/>), and the Google Cloud Privacy Notice at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under the Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

Additional Services Students May Have Access To:

☐ Services	Service Status 
☐  App Maker	ON
☐  Applied Digital Skills	ON
☐  Blogger	ON
☐  Chrome Remote Desktop	ON
☐  Chrome Web Store	ON
☐  Colab	ON
☐  CS First	ON
☐  FeedBurner	ON
☐  Google Arts and Culture	ON
☐  Google Bookmarks	ON
☐  Google Books	ON
☐  Google Cloud Platform	ON
☐  Google Cloud Print	ON
☐  Google Groups	ON
☐  Google Maps	ON
☐  Google My Maps	ON
☐  Google News	ON
☐  Google Photos	ON
☐  Google Play	ON
☐  Google Play Console	ON
☐  Google Public Data	ON
☐  Google Search Console	ON
☐  Google Translate	ON
☐  Google Voice	ON
☐  Looker Studio	ON
☐  Messages by Google	ON
☐  Pinpoint	ON
☐  Question Hub	ON
☐  Socratic	ON
☐  Third-Party App Backups	ON
☐  YouTube	ON

Cutter Morning Star School District: Systematic Approach for Reviewing Flagged Student Alerts

Overview

The Cutter Morning Star School District has established a structured protocol for addressing student alerts flagged during classroom assignments and the ATLAS Writing Summative responses that indicate potential self-harm, violence, or other concerning issues. This process involves multiple levels of review and collaboration to ensure the safety and well-being of students.

Notification and Initial Review

Notification Receipt: The district testing coordinator (DTC) and the superintendent receive notifications from the DESE about flagged student writing essays that may pose behavioral threats.

Collaboration with Building Principal: Upon receiving the notification, the DTC and superintendent collaborate with the principal of the student's school to assess the concern.

Escalation and Assessment

Referral to Building Counselor: If the principal determines that the flagged issue warrants further attention, the matter is referred to the building counselor.

Behavioral Threat Assessment Team: The counselor assesses the situation and decides if it should be escalated to the behavioral threat assessment team for a thorough investigation.

Immediate Action for Serious Issues

Serious Threat Response: For serious issues, the superintendent and principal act immediately by:

- Calling a mobile assessor

- Notifying the student's parents

- Following all established safety protocols

Continuous Communication and Safety Measures

Behavioral Threat Assessment Team Evaluation: Any immediate threat is reviewed by the behavioral threat assessment team, which includes the DTC, superintendent, principal, and counselor.

Implementation of Safety Procedures: The team evaluates the threat and determines the necessary safety procedures. Throughout the process, they ensure that both the student and their parents are informed of the actions being taken.

Summary

The Cutter Morning Star School District's systematic approach ensures a comprehensive response to potential behavioral threats identified through student writings. The protocol emphasizes timely communication, collaboration among school officials, and the involvement of parents to maintain a safe educational environment.