

# CEDARVILLE PUBLIC SCHOOLS



## CEDARVILLE MIDDLE SCHOOL HANDBOOK 2017 – 2018

CEDARVILLE PUBLIC SCHOOLS

My signature verifies receipt of the following information:

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**

**\*Receipt of Parent-Student Handbook**  
**Receipt of Student Discipline Policy**  
**Permission for my child to access computer services**  
**Acceptance/Denial of Talent Release**

**Receipt of Attendance Policy**  
**Receipt of Homework Policy**  
**Receipt of Grading Policy**  
**General Field Trip Permission**

**PARENT/STUDENT HANDBOOK VERIFICATION**

\*In a continuing effort to reduce paper usage, the student handbook is available online at [www.cedarvilleschools.org](http://www.cedarvilleschools.org)

If a hard copy is needed because of no Internet access, please check here \_\_\_\_\_ and one will be sent home with your child.

**ACCEPTABLE INTERNET USAGE AGREEMENT**

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

_____	_____
<b>Parent/Guardian name</b>	<b>Parent/Guardian Signature</b>
_____	_____
<b>Name of Student</b>	<b>Grade</b>

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

\_\_\_\_\_  
**Student Signature**

**TALENT RELEASE**

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

( ) Yes, I give my permission  
( ) No, I do not give my permission \_\_\_\_\_ **Initial**

**FIELD TRIP PERMISSION**

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

( ) Yes, I give my permission  
( ) No, I do not give my permission \_\_\_\_\_ **Initial**

**CEDARVILLE MIDDLE SCHOOL**  
**STUDENT HANDBOOK**

Approved for use by the Cedarville Board of Education June 2014

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**HANDBOOK COMMITTEE MEMBERS**

Cindy Humphrey, CMS Counselor	Jennifer Jones, CMS Teacher
Kathy Motley, CMS Teacher	Amber Welbern, CMS Teacher
Paula Butler, CMS Teacher	Sarah McPhate, CMS Principal

\*Input from parents/students provided prior to the meeting.

Dear Students and Parents,

The staff of Cedarville Middle School welcomes all of you! This handbook has been prepared to help acquaint you with the school, its policies and general regulations. It is not an exhaustive list of school rules and/or procedures, and the faculty, administration, and school board reserve the right to change, alter, or amend this handbook as necessary to meet the needs of the school. The district student handbook can be located on the Cedarville Public School web site: [http://www.edline.net/pages/Cedarville\\_School\\_District](http://www.edline.net/pages/Cedarville_School_District).

The primary purpose of Cedarville Middle School is to teach the skills and concepts necessary for all students to become productive citizens. Teachers and staff members will build upon the student's prior knowledge to accomplish mastery of skills and subject matter. Cooperation between the school and parents will ensure that the mental, physical, and emotional needs of all of our students are being met. As a staff, we are committed to create a positive atmosphere for learning. Parents must be committed to send their child to school each day on time, prepared with all necessary materials, well rested, and properly dressed. Our students must also be committed to putting forth the effort required to obtain the education provided. In order for our students to reap the benefits of the educational environment, they must be an active participant. Attendance and proper behavior are critical factors in providing an environment conducive to learning.

We look forward to a great year. Parents are reminded to visit our district and middle school web site to keep up-to-date with the many activities during the school year. A schedule of when progress reports and report cards will be handed out and can also be found on the last page of this handbook. I hope that this helps you keep up with your child's progress. I encourage all parents to arrange conferences with teachers to discuss matters relating to their child's performance. Call the office at the number below to arrange to speak with your child's teachers.

Parents are always welcome at Cedarville Middle School. We would love to have you participate in any way that is comfortable for you. I ask that you check in at the office prior to going to classrooms. This request is made to ensure the safety and security of our students and faculty. I know this is going to be a great year! If I can help in any way, please let me know.,

Sincerely,

Sarah McPhate  
Middle School Principal

**Cedarville Middle School**

Sarah McPhate, Principal  
Andrea Bradford, Secretary  
Cynthia Humphrey, Counselor  
9614 Pirates Point, Cedarville, AR 72932  
Phone: 474-5847 Fax: 471-7036

**Elementary School**

Rebecca Reed, Principal - Section 504 Coordinator, (474-5073)

**High School**

Darren Busch, Principal - Title IX, Equity Coordinator, (474-7021)

**District Office**

Kerry Schneider, Superintendent, (474-7220)

**Special Education**

Sarah McPhate, District Coordinator (474-6136)

**Transportation Director**

Matt Moses (474-5798)

**CEDARVILLE MIDDLE SCHOOL  
MISSION STATEMENT**

To provide a safe, equitable, accessible, non-threatening environment where students have the opportunity to learn curriculum relevant to an ever-changing world. Skills in LITERACY and MATHEMATICS will be emphasized, along with the development of social skills to enable them to succeed in life.

**CEDARVILLE MIDDLE SCHOOL  
STUDENT CREED**

I am a self-motivated and dedicated Cedarville Middle School student.

I have great expectations for myself.

I have all the tools I need.

I am responsible for my own actions.

I will respect myself, my classmates, and my teachers.

If my mind can perceive it, then I can achieve it.

I will make today the very best day of all because my education is important to my future.

This is my time and my place to succeed.

I accept the challenges that each day brings.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Notice for Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listing, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The **Cedarville School District** has designated the following information as directory information for a student:

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

If you do not want The Cedarville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **August 31, 2017**.

## 2016-2017 SCHOOL CALENDAR

August 7-10.....	Teacher Professional Development
August 8.....	Open House for 5 <sup>th</sup> grade students and parents 5:30 – 6:30
August 10.....	Open House for 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> grade students and parents 5:30-7:00
August 14.....	First Day of School
September 4.....	Labor Day (No School)
September 19, 21.....	Parent Teacher Conferences 3:30-6:30 pm (regular day for students)
October 13.....	End of the First Quarter
November 20-24.....	Thanksgiving Break (No School)
November 27.....	Classes Resume
December 20.....	End of the Second Quarter
December 21-January 5.....	Christmas Break (No School)
January 8.....	Spring Semester Starts
January 15.....	Martin Luther King Jr. Day (No School) (Snow Day #1)
February 13, 15.....	Parent Teacher Conferences 3:30-6:30 pm (regular day for students)
February 19.....	President’s Day (No School) (Snow Day #2)
March 16.....	End of the Third Quarter
March 19-23.....	Spring Break (No School)
March 26.....	Classes Resume
March 30.....	Good Friday (No School) (Snow Day #3)
April/May.....	ACTAAP Tests (State Mandated Testing)
May.....	Graduation (7: 00 p.m.)
May 24.....	End of the Fourth Quarter (Final Student Day)
May 25.....	Snow Day #4
May 28.....	Snow Day #5

### 2016-2017 BELL SCHEDULE (46 Minute Classes)

7:30 Duty teachers report to assigned stations  
7:30 Doors open to high school cafeteria

PERIOD	START	END
First Bell	7:55	
Second Chance Breakfast	7:55	8:05
1	8:05	8:55
2	8:59	9:45
3	9:49	10:35
4	10:39	11:25
Lunch	11:25	11:55
5	11:59	12:45
6	12:49	1:35
7	1:39	2:25
8	2:29	3:15



# III. PARENT AND STUDENT GENERAL INFORMATION

## ACADEMIC STUDENT IMPROVEMENT PLAN

Students in grades 5-8 who do not demonstrate ready or exceeding on the MAP tests, Arkansas Comprehensive Testing Assessment and Accountability Program (ACTAAP) exam or any required state test shall participate in a remediation program specific to identified deficiencies. Students who do not demonstrate proficiency on the MAP tests, ACTAAP exam or any required state test and do not participate in the remediation program shall be retained. (Act 35 of 2004)

## ACCIDENTS OR ILLNESSES – District Handbook – 4.36

Accidents to pupils on the school grounds or in the building are to be reported to the nurse or the office. After the school nurse has evaluated the injuries, an ambulance/ physician will be called immediately if the seriousness demands it. Otherwise, only first aid treatment will be given at school and attempts will be made to notify parents.

Pupils who become ill at school should report the fact to a teacher, nurse, or principal. Arrangements will be made to send the ill person home, if someone can come get the student. If the illness is minor, the student will be kept at school.

No medications of any kind will be administered at school. (See “medicines” in the handbook.) Neither the school nor the staff will assume financial responsibility for medical treatment in case of accident or illness.

All students will obtain information from the parents concerning the disposition which should be made in their case should they become ill or injured at school. They should be able to give teachers or the principal information that will facilitate contact with their parents, whether at home or work. They should also know their parent’s preference of a doctor and hospital, as well as information concerning health and hospital insurance.

## ARRIVAL TO DISMISSAL

**“THE CLAP” OR “HIGH FIVE”:** All students & staff will stop talking and join in giving the “Clap” signal when it is noticed or signal by raising your hand and counting down from “5”. This will put everyone in a Look, Listen, Learn, & Respect mode ready for further instruction.

**ARRIVAL ON CAMPUS:** Students needing to go to the High School for breakfast, Band, or Athletics must do so before coming to the assigned Middle School area.

**ENTRY INTO THE BUILDING:** Students will enter the building on their respective wings so that the center doors are kept free for staff and visitors.

**BACKPACKS & LOCKERS:** Upon entering the building, put backpacks in your locker. Only assigned lockers may be used.

**BE ON TIME TO CLASS:** Students must be seated in their desk prior to the ringing of the bell to avoid being counted tardy.

**CLASSROOM:** Students will follow rules and procedures as set by each individual teacher in their own rooms.

**MORNING ASSEMBLY:** Students will enter the building when the first bell rings, go to their lockers, get materials and go to their first hour class. A walkway will be kept clear for those needing to walk up to the front or back during the assembly. Students will be expected to be in place and stand when the tardy bell rings for the Pledge of Allegiance.

**LUNCH:** Students will exit through side doors (the same ones they enter through in the morning) and walk to the cafeteria. Your area at the tables is expected to be cleaned before you are dismissed.

**LUNCH RECESS:** Students will stay in assigned area until instructed to line up by the duty teacher. Students are not allowed next to building or air conditioners.

**LOADING BUSES:** Students riding buses will go directly to the buses after going to their lockers at the end of the school day. Buses will be leaving the campus within 5 minutes of the last bell. Non-riding students must stay clear of the buses so they can leave the campus promptly.

**AFTER SCHOOL HOURS:** Students are not allowed in any building after 3:30 unless accompanied by a teacher or school employee.

### **ATTENDANCE: - District Handbook – 4.7 (ABSENCES)**

Act 1223 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences, the student may petition for additional absences or may request a 504 plan.

Please look over the following web sites to gain a better understanding of the attendance policy:  
<http://www.arkleg.state.ar.us/assembly/2011/2011R/Acts/Act1223.pdf>

1. Students are allowed (5) parent call-ins/notes from parents each semester. When a student exceeds this number, these absences will be unexcused.
2. Students must be in every class period for 10 or more minutes to be counted present for that class. If a student misses more than 10 minutes of a class period, he/she will be counted absent for that class period.
3. If a student is tardy to the same class period 5 times in one semester, it will result in one unexcused absence for that class period.

### **AWARDS - ACADEMIC**

Teachers will also give awards at the end of the year for achievement in the individual subject areas. In order to give end of the year awards for honor roll, superintendent's list, principal's list, etc..., a cut-off date will be used.

### **AWARDS- ATHLETIC**

Awards for the Annual All Sports Assembly will be awarded based on statistics by the coaching staff and agreement by them.

### **AWARDS- STUDENT RECOGNITION**

These awards will be given out at the end of the year awards assembly.

### **BACKPACKS**

Backpacks will **not** be allowed in the classroom. If used to carry items to and from school, they must be kept in lockers during the day, not the hall, on top of the lockers, or in the office.

### **BUS POLICY – District Handbook – 4.19—(CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY)**

It is a privilege, not a right, to ride a bus to school. **If a student needs to ride a different bus than the one he usually rides, a note from the parent approved by the principal is required before the student is allowed on the bus.** Extenuating circumstances may occur and will be handled accordingly.

#### **Consequences of violating bus policies:**

**Minimum:** Warning School Service/Loss of bus privileges:  
1st Offense (after written warning) (3 days),  
2nd Offense (10 days),  
3rd (20 days or remainder of semester)

**Maximum:** suspension/corporal punishment/recommendation for expulsion

## **CLUBS AND ORGANIZATIONS**

The school offers a number of organizations and activities that are supervised and offer a constructive and enriching way to use leisure time. Many of the organizations have requirements that are available from the sponsor of each organization. Nominations need to be made 5 days before the election of officers, unless the organization by-laws have other requirements. (Classes and organizations)

### **Organizations available to students are:**

Band  
Basketball  
Cheerleading  
Chess Club  
Chorus  
FBLA  
Football  
Partners in Christ  
Pirate Partners  
Quiz Bowl  
Rodeo Club  
Student Council  
Track  
Trap Shooting  
Youth Alive

Officers must have a GPA of 2.0 or higher.

All classes, clubs and organizations must submit in writing their fundraising ideas to the principal for approval by the last school day in September. Students must go through the sponsor when planning an activity. All requests for checks to be drawn on the account of each organization must be signed by the president, treasurer, and sponsor(s) of the organization.

Sales projects are limited to one per class, club, or organization. All sales projects should have a 50% or greater profit. There is no limit on work projects for fundraisers. There is to be no candy sold at school during the lunch period.

Each organization and club may use a handbook approved by the Cedarville School Board, but it shall **not** supersede the district policy handbook or the individual schools student procedural handbooks. When a procedure is questioned in any organizational handbook the building principal will interpret the procedure and make a decision which may be appealed to the superintendent.

School fraternities, sororities, and secret societies are banned in Arkansas Public Schools.

## **COMMUNICABLE DISEASES AND PARASITES – District Handbook – 4.34**

### **COMMUNICATION WITH PARENTS**

The primary way the office will inform parents about activities and school events will be through written communication sent home with students. Our students normally receive the information during their 8<sup>th</sup> period class. It is important for parents to check students' planners when they arrive home. The Home Access Center (HAC) is the best way to keep up with your student's grade and absences. If you need additional training on HAC, please contact the office at (479) 474-5847.

## **COMPULSORY ATTENDANCE REQUIREMENTS – District policy – 4.3 – (COMPULSORY ATTENDANCE REQUIREMENTS**

## **DANCES**

Dances must be cleared and scheduled through the principal's office. Students not attending Cedarville Middle School will not be allowed to attend these dances. Only middle school students can attend these dances. Seventh and eighth grade CMS students are allowed to attend the high school homecoming dance.

## **DRIVING PERMIT / LICENSE FORM**

Students must present proof of a "C" average for the last semester grading period to get a driver's license form (Act 1200 of 1997). These forms may be picked up in the principal's office upon request.

## **EIGHTH GRADE CELEBRATION**

The eighth grade celebration is a time to celebrate the achievements of our eighth grade students. The eighth grade celebration will be held in the high school gym on a date in May determined by the middle school principal.

## **ENTRANCE REQUIREMENTS – District Handbook – 4.2**

## **EQUAL EDUCATIONAL OPPORTUNITY District Handbook – 4.11**

Cedarville Middle School provides an equal educational opportunity for all students. Cedarville Public School District's nondiscriminatory policy is:

- a. That no child will be discriminated against based upon race, color, gender, age, religion, or handicap (as defined in Section 504 of the Rehabilitation Act of 1973). Rebecca Reed is Cedarville School District's 504 Coordinator. Mrs. Reed may be reached at 474-5073.
- b. Anyone who feels that he/she has been discriminated against because of race, color, national origin, sex, age, handicap, or religion, may make an appointment with Equity Coordinator, weekdays from 8:00 a.m. to 4:00 p.m. Contact the coordinator at 474-7021.

## **EXEMPTION FROM END-OF-SEMESTER ASSIGNMENTS**

- a. 3 day pass – A student who has all A's with 4 days absence or less in the semester (three tardies = one absence)
- b. 2 day pass – A student who has A's and B's with 3 days absence or less in the semester
- c. 1 day pass – A student who has B's and Cs with 2 days absence or less in the semester

## **EXTRA CREDIT (BONUS WORK)**

Work done for extra credit points must be confined to content area only. (Ex. If extra points are available to students in English, then those students must earn those extra points in some area of English.)

## **EXTRACURRICULAR ACTIVITY – District Handbook – 4.56 – (Secondary – Elementary – Home School)**

## **FIELD TRIPS**

Middle school students may have the opportunity to participate in field trips. Field trips are to have an educational value and must be planned well in advance. Students must demonstrate responsible behavior in order to travel on field trips with the school. Attendance, behavior, and turning in assignments are ways students can demonstrate responsible behavior. The principal is responsible for establishing requirements that students must meet to be eligible to attend field trips.

Field trips are planned for Cedarville Middle School students only and will be treated as such. Proper supervision is a priority and CMS staff will serve in that role. Requests for parents to chaperone may occur, but that is at the discretion of the teacher/sponsor of the trip and must be approved by the administration at least two weeks in advance of the field trip. Students must travel to and from field trips on school provided transportation unless other arrangements have been scheduled with the principal two weeks in advance.

Students who are ineligible for, or choose not to attend, field trips are required to be at school the day of the trip. Any student who misses school during a class scheduled field trip will be considered truant.

### **Field trips for the fun of it**

Some field trips are scheduled primarily for the social value and are planned for that purpose. All field trips can have an educational value, and some may focus more on the social, emotional and physical attributes of education. Examples of these types of trips may include water parks, skating, bowling, canoeing, and hiking, along with other trips. The same rules and eligibility procedures will be followed for these types of field trips.

### **GRADING – District Handbook – 5.15**

A minimum of two grades per week shall be recorded in the on-line, e-school grade book throughout the school year.

Some enrichment classes may be graded with S (Satisfactory) and U (Unsatisfactory).

Act 1280 requires that every student beginning with the Class of 2018 graduating from Cedarville High School must take a digital on-line class

### **GRADUATION REQUIREMENTS AND SMART CORE CURRICULUM FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER – District Handbook – 4.45**

### **GUIDANCE COUNSELOR SERVICES**

The counselor serves as a communication resource for students, parents, and teachers. With students' best interests always foremost, the counselor monitors students' academic and non-academic progress and provides guidance during the students' time at the middle school. The counselor's office also coordinates annual achievement tests, works with scheduling, helps monitor attendance, and works hand-in-hand with CMS teachers to assure our students have the best opportunities available to them. Open lines of communication with students, teachers, and parents are practiced and must be taken advantage of from all parties involved.

Positive behavior is encouraged through programs such as drug free campaigns, character education, student recognition, and high expectations.

8<sup>th</sup> Graders: A CAREER ACTION PLAN (CAP) is developed by the student, parent, and an advisor to help plan a student's academic path through high school so goals may be attained. The students four year plan is a part of the CAP.

CAP Advisors will meet with their students at least once during each semester.

CAP Advisors will make at least one documented contact with a parent or guardian of their CAP student each school year. More documented contacts may be made for those students having problems.

### **HEALTH SERVICES – District Handbook – 5.18**

The Cedarville Wellness Center is a school based health clinic (SBHC) that is located at the Cedarville Elementary School. The center serves the students and staff of the Cedarville Public School District, along with patrons of the community. Services at the center are provided by Mercy Health, Morton Family Dentistry, and The Eye Group (Dr. Joseph Followell).

NOTE TO PARENTS:

Dear Parents,

The following guidelines have been established to provide the best possible health oriented environment for the students in the Cedarville School District.

Immunization Requirements set forth by the Arkansas Department of Health and Education:

All students Kindergarten through 12th grade will need the following:

- 5 doses of DTaP
  - o Minimum of 4 doses if the 4th dose was administered on or after the 4th birthday
- 4 doses of polio with the last dose on or after the 4th birthday
- 2 doses of varicella (chickenpox)
  - o May accept written DOCUMENTATION from M.D./DO/ANP/PA only
- 2 doses of MMR (measles mumps rubella)
- 3 doses of Hep B (some 11-15 yr olds have a 2 dose series/must be indicated on record)

Additionally:

If your child is entering Kindergarten they should have

- 1 dose of Hepatitis A

If your child is entering 1st Grade they should have

- 1 dose of Hepatitis A

If your child will be age 11 on or before September 1st 2014

- 1 dose of Tdap (if your child will be 11 after school starts and before September 1st/your child will need to receive vaccine within 30 days of birthday)

If your child will be entering 7th grade

- 1 dose of Meningococcal vaccine

If your child is 16 years of age

- 2 dose of Meningococcal vaccine
- If 1st dose received on or after age 16 only one dose required
- 

**7th grade:** In addition to the vaccine requirements listed above under Grades 1 – 12, Students must have 1 Tdap dose unless the student has had a documented Tetanus shot within the last 2 years. Students must have 1 or 2 Varicella vaccine(s) (chicken pox vaccine) dose(s) depending on age of the entering 7th grader. A parent/guardian or Physician history of Disease is acceptable in lieu of receiving Varicella vaccine.

**Head Lice:** Our district policy expects that all students will be lice free to attend school. You will be notified by phone or in writing if lice and/or nits are found. Your child may return to school as soon as he/she is free of lice and nits. A parent or guardian must accompany the student to school for re-admittance to class.

**Medication:** In order for your child to take medication at school it must be brought to the school nurse by a parent or guardian and a permission form signed. Permission forms are available in the school office. MEDICATION BROUGHT TO SCHOOL BY A STUDENT WILL BE CONFISCATED AND WILL NOT BE ADMINISTERED. Transportation of medications via school buses is strictly prohibited. All medication must be in the original bottle. Prescription medications must also be properly labeled with the child's name, doctor's name, current date, and dosage. We will not accept any over-the counter medication without a doctor's note. Our medication guidelines are strictly enforced.

**Vision and Hearing Screenings** are done as required by Arkansas state law. Parents will be notified in writing if further examination by a doctor is indicated.

**Scoliosis** (curvature of the spine) screenings are done as required by Arkansas state law. Students are exempt from this screening only for religious reasons and written notification must be received from a parent prior to screening.

**BMI** (Body Mass Index) screenings are now required by the state of Arkansas. Annual screenings are conducted. Students are exempt from this screening only if written notification from a parent received prior to screening. Growing-up Films are shown to fifth grade boys and fifth grade girls and contain information on hygiene, physical development, and puberty and the feelings associated with this period of their lives. Please contact the School Nurse for any questions or concerns that you might have.

**Fever:** If your child has an above normal temperature you will be notified to pick him/her up. In order to minimize the spread of illnesses we ask that your child be free of fever for twenty-four hours before returning to school.

**Random Drug Testing:** All Junior and Senior High Students participating in extracurricular activities including sports, clubs, and organizations are subject to random drug testing.

Your child is special and our communication with parents is necessary to assure the best possible learning environment during the school year.

## **HOMECOMING- SELECTION OF COURT**

There will be one Basketball Homecoming and one Football Homecoming. Junior High will be the same night as Senior High. Four girls will be chosen from the Senior Class and two maids will be chosen from 10<sup>th</sup> and 11<sup>th</sup> grade. The Queen will be chosen from the Senior Class.

Four girls will be chosen from the 9<sup>th</sup> grade and two maids will be chosen from the 7<sup>th</sup> and 8<sup>th</sup> grade. The Princess will be chosen from the 9<sup>th</sup> grade class.

A list of all girls in grades (7, 8, and 9) for junior high and grades (10, 11, and 12) for senior high is compiled. Each grade is one column.

The football or basketball boys, for respective homecomings, are each given a list and are asked to vote on 4 girls from 12<sup>th</sup> grade and 9<sup>th</sup> grade and 2 girls from 10, 11, 8 and 7<sup>th</sup> grades. Senior High will vote for grades 10, 11, 12 and Junior High will vote for grades 7, 8, 9.

For football, all girls are listed.

For basketball, if they were nominated for football for the said year or the previous year's queen, their name is removed from the list. (If a football nominee turns down her nomination, she is not eligible for basketball.)

On the day of the homecoming, ballot voting is done during the lunch period. The ballots are preprinted and the voting is to be supervised by at least two (2) Athletic Booster Club Members.

All student body members are eligible to vote for the said homecoming. A printout of all students is at the voting booth and will be initialed by each student before being given a ballot.

A ballot box is provided for all ballots to be placed. At the end of the period, the ballots are taken to the counselor's office for counting.

In the event of a tie vote, the football or basketball boys will be assembled and will be given a ballot with 12<sup>th</sup> grade or 9<sup>th</sup> grade names on it and asked to vote.

The queen's name is placed in a sealed envelope, given to one booster club member, and is to be announced at the homecoming ceremony.

## **HOMEWORK POLICY**

Teachers at Cedarville Middle School will assign homework to supplement or strengthen regular class work. Dean, Hubbell, Pitler, and Stone (2012) confirm The National Education Association and the Parent Teacher Association endorsement of "a general rule of 10 minutes times the grade level" for the amount of homework that is appropriate (*Classroom Instruction that Works*).

Students at the middle school use a "three strikes policy" in every class. The first time that homework is not completed, parents are notified by the teacher and the student will need to get a parent signature. After the third time, Saturday school will be assigned.

## **HONOR ROLL REQUIREMENTS**

An Honor Roll is compiled each quarter for grades 5-8. Students qualify for honor roll by meeting the following guidelines:

- Superintendent' List- All A's
- Principal's List- A's & B's (no C's)
- Honor List- 3.0 GPA with no more than one C

## **LIBRARY / MEDIA CENTER POLICY**

The George Craig Library hours are 8:00 a.m. until 3:30 p.m. Rules and procedures for library use are posted in the library and will be covered with all students at the beginning of the school year during orientation. No refunds will be given for lost books that have been paid for and then found.

## **LOCKERS / LOCKS**

Student locker fees are \$2.00 per year and must be paid prior to the locker being assigned. Lockers belong to the school district; therefore the locker and student's property in the locker are subject to periodic administrative searches. The district reserves the right to search lockers without the consent of students, if necessary. Lockers are not to be shared unless assigned by the administration. Combination locks will be furnished by the middle school upon request from the student. **These locks are the only locks to be used on the lockers.**

## **MAKE-UP WORK – District Handbook – 4.8**

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. Students will receive 2 days to make up work for every excused day missed.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester (**10 DAYS**) unless the absences are part of a signed agreement as permitted by the attendance policy. Make up work for excessive days may be made up in before school tutoring and/or Saturday School.

## **MEDICINES**

If a doctor prescribes medication for a student that is to be taken during the school day, the following procedure must be followed:

1. All medication should be delivered by the parent to the school nurse or principal's office as soon as the student arrives at school. Medicines are not to be kept by the individual student.
2. Medication should be in a properly labeled container (pharmacy label) with student's name, physician's name, date of original prescription, and name of medication.
3. This policy includes all types of medication including aspirin, acetaminophen, or similar products.
4. School personnel cannot administer any medication to students unless parents/ guardians have a completed authorization form on file in the office.
5. Parents are responsible for providing any medication they wish the school to administer to their child, per need.

## **MESSAGES**

Messages for students will be given during the last five minutes of the class period so that class instruction will not be interrupted. Since a lot of messages come at the end of the day, **parents need to contact the office no later than 2:25 (the end of 7<sup>th</sup> hour), so your child can be assured of getting his or her message and the 8<sup>th</sup> hour class does not have to be interrupted.**

## **Moment of silence**

Public schools shall observe a one (1) minute period of silence at the beginning of the day. Students may reflect, pray, or engage in a silent activity. Teachers or school employees in charge of classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence. Act. 576 of 2013.

## **PARENT INVOLVEMENT ACA § 6-15-1701-1705, Act 1423**

It is the policy of the Cedarville School to foster and support active parental involvement. We recognize that a child's education is a responsibility shared by the family and school. In an effort to educate all students effectively, the parents and school must work as knowledgeable partners. Since parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children. The position of the Cedarville School is to support a parental involvement program that will:



1. Involve parents of students of all grade levels in a variety of roles;
2. Be comprehensive and coordinated in nature;
3. Recognize that communication between home and school be regular, two-way, and meaningful;
4. Promote and support responsible parenting;
5. Acknowledge that parents play an integral role in assisting student learning;
6. Welcome parents in the school and seek parental support and assistance;
7. Recognize that a parent is a full partner in the decisions that affect his/her child and family;
8. Recognize that community resources strengthen school programs, family practices, and student learning;
9. Support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district.

## **PARENT-TEACHER CONFERENCES**

Parent conferences are held twice a year during the first and third quarters. Documentation of participation in these conferences is required. Grade level conferences with parents or guardians will be scheduled to best accommodate those participating in the conference.

Teachers shall communicate personally during the school year with the parent/guardian of students to discuss academic progress. Teachers will communicate more frequently with a parent/guardian of students not performing at the level expected for their grade.

*Eighth Graders: The high school counselor and the career development teacher will work with students and parents in planning a student's academic path through high school so goals may be attained.*

## **PARTICIPATION- ATHLETICS**

Athletic sports teams, football, basketball, and track are offered to our students in the 7<sup>th</sup> and 8<sup>th</sup> grade. All the rules and regulations for athletics can be found in the Student Athlete Handbook, which each student will receive upon trying out for a team.

5<sup>th</sup> and 6<sup>th</sup> graders are offered football and basketball through the Little League program, not the school.

The athletic student handbook is for athletics, but it shall not supersede the district policy handbook or the individual schools student procedural handbooks.

## **PARTICIPATION- BAND & VOCAL MUSIC**

**Participation in the performances** of the band or choir is considered a vital part of the learning experience and a requirement of these courses. Absences from performances must be for valid reasons such as illness or death in the immediate family. Students should inform the instructor as far ahead of time as possible if they know they will be unable to participate in a performance. Unexcused absences from band/ vocal music performances will result in lower grades or dismissal from the elective class.

## **PHYSICAL EDUCATION AND HEALTH**

Physical Education, a component of education, takes place through movement experiences and creates the opportunity for individuals to learn and understand academic applications for a healthy lifestyle. Through regular physical activity, students will have the opportunity to develop life-enhancing and self-rewarding experiences that contribute to their ability to be healthier members of society. Students shall be challenged to participate in daily activities that will enhance their health choices. The intent is to provide a variety of health-enhancing activities in an attempt to foster lifelong active individuals.

Health and Wellness Education shall provide content and learning experiences in nutrition, disease prevention, human growth and development, healthy life skills, personal health and safety, community health and promotion, decision-making skills, interpersonal communication skills, and information regarding the use and abuse of medications, alcohol, tobacco, and other drugs. The content shall focus on personal health and wellness and the practice of health-enhancing behaviors to avoid or reduce health risks. A unit on

Dating Violence Awareness MUST be taught annually during February or October in one-semester health courses. (Act 952) During the school year, the School Nurse will be conducting a lesson where Growing Up' videos are separately shown to 5th grade girls and 5th grade boys. These videos are shown to each gender separately and contain information on hygiene, physical development, puberty and the feelings associated with this period of their lives. If you have questions, please call and visit with our school nurse at 479-474-5847.

Please visit the Arkansas Department of Education website for more information at the following address:

[http://www.arkansased.org/public/userfiles/Learning\\_Services/Curriculum%20and%20Instruction/Frameworks/PE%20Health/Physical%20Education%20and%20Health%20K\\_8.pdf](http://www.arkansased.org/public/userfiles/Learning_Services/Curriculum%20and%20Instruction/Frameworks/PE%20Health/Physical%20Education%20and%20Health%20K_8.pdf)

## **PLEDGE OF ALLEGIANCE – District handbook – 4.46**

### **PROGRESS REPORTS**

Progress reports for middle school students will be sent out the **5<sup>th</sup> Wednesday (or during Parent Teacher Conferences)** of each grading period. By dividing the nine weeks up into equal segments, we hope to stay on top of your child's progress. The dates for the progress reports to go out are in the back of this handbook.

### **REPORT CARDS**

Report cards will be sent out four times during the school year. Report cards will be passed out at Parent teacher conferences held at the end of the first and third quarters. Documentation of participation in these conferences is required. Second quarter cards will be sent home after Christmas vacation and fourth quarter cards will be mailed the first week in June.

Teachers are required to contact all parents in person or by phone at least once a semester or more if needed and keep documentation of these contacts. Grade level conferences with parents or guardians will be scheduled to best accommodate those participating in the conference. The school will keep documentation of participation or nonparticipation.

## **RESIDENCE REQUIREMENTS District Handbook – 4.1**

### **RETAINING STUDENTS – District Handbook – 4.55 – (STUDENT PROMOTION AND RETENTION)**

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

### **SCHOOL INSURANCE STUDENT COVERAGE PLAN**

All students at Cedarville School will be covered under a school insurance program provided that the individual student who was involved in an accident fill out the proper forms located in the Superintendent's Office. Students are only covered while during the regular school day or while they are participating in a school extracurricular activity.

### **SIGNING STUDENTS OUT**

All students must be "signed out" through the main office by a parent/ guardian when leaving during the school day due to illness, parent request, or emergencies. To protect students, individuals other than parents/ guardians will not be allowed to sign students out without prior parental notification.

## **STUDENT COUNCIL – District Handbook – 4.80**

## **TELEPHONE USE**

Students are not allowed to use the school business phones at any time unless an emergency requires them to do so. Teachers and students receiving phone calls during the day will be contacted and sent to receive the call if the urgency of the situation justifies the action. Otherwise, the caller's name and number will be recorded and the teacher or student will be notified at a more opportune time to place a call and receive a message. **Unauthorized use of cell phones during the school day is strictly forbidden.**

## **TESTING**

Teachers will give tests throughout each 9-week grading period to individuals and groups to determine mastery, ability, and progress.

State mandated Benchmark exams will be given to each student in grades 5-8 during the months of April or May. Students scoring basic or below will be assigned an academic student improvement plan.

## **TEXTBOOKS**

Textbooks are furnished by the school and are issued at the beginning of the year. Students must pay to replace lost or abused textbooks. Textbooks will not be issued to students who have not paid for textbooks they have previously lost or damaged. Students will also not be allowed to join or participate in extra-curricular activities until all monetary debits are paid.

No refunds will be given for textbooks that have been lost, paid for, and then found. The student will keep the textbook if this happens.

## **TRANSFER STUDENTS – District Handbook – 4.4 – (STUDENT TRANSFERS)**

## **TUTORING**

Opportunities for Tutoring will be available in the morning from 7:30 – 7:55. Tutoring is offered in the Library every morning Monday through Thursday for any student who needs assistance with their assignments.

## **VISITORS – District Handbook – 4.15 (CONTACT WITH STUDENTS WHILE AT SCHOOL) – 4.16 (Student Visitors)**

**Student visitors are prohibited unless cleared through the principal's office beforehand.** Any visitor that is not enrolled at Cedarville School and is on campus without clearance from the appropriate office will be deemed as a trespasser and subject to arrest.

Cedarville Schools welcome parents/guardians or other adults to visit or oversee a certain class or child as long as they are given permission by the principal and have cleared it through the authoritative office. After clearing through the appropriate office and have requested to see a child, the child will then be brought to the office.

**High school students are not to visit middle school students without permission from the authoritative office of both students. Middle school students are not allowed to visit high school students unless clearing it through both offices first.**

# IV. DISCIPLINARY PROCEDURES

**Disciplinary consequences may range from a minimum of a reprimand to a maximum of expulsion.**

All teachers will attempt to handle all behavioral problems within their own classrooms. After a minimum of three (3) attempts (ex. - teacher conference, teacher detention, parent phone call, etc...) to correct the undesired behavior or the student's failure to complete any of those attempts, the teacher will send that student to the principal's office with documentation of the teacher's three attempts to correct the behavior. A disciplinary referral (pink slip) should accompany a student sent to the office for disciplinary reasons. A teacher may send a student to the office upon the student's first offence if the student's action(s) warrant immediate removal from the classroom. If a student is sent to the office 2 times during any nine week period, the student will remain suspended from the class until a parent conference is held with the teacher and parent/guardian.

Any disciplinary problem that the handbook states, may result in lunch detention, school service, Saturday school, suspension, corporal punishment or some type of behavior modification deemed reasonable and appropriate by the administration.

The following documentation process will be followed:

1. Any conduct deemed inappropriate will result in a disciplinary referral that will be filed in the principal's office.
2. The teacher will decide an appropriate and reasonable action to help correct the behavior in accordance with school policy (morning detention held by the teacher, school service, lunch detention as a final action before an office referral).
3. When a referral comes to the principal, a type of behavior modification will be used.
4. When a student returns from suspension, he/she and their parent will be required to meet with the principal or counselor,
5. In all instances, discretion of the principal may be used to modify penalties whenever extenuating circumstances seem to be present.
6. Maximum penalties may be given whenever the offense warrants stronger discipline.

**SCHOOL ADMINISTRATION AND STAFF RESERVE THE RIGHT TO MONITOR AND ADJUST PROCEDURES AND/OR ALL DISCIPLINARY CONSEQUENCES AS NEEDED.**

## LEVELS OF DISCIPLINE

### SCHOOL SERVICE

School Service shall be a discipline procedure used to discourage inappropriate behavior by a student and/or students. School Service will be administered by the principal. School service may be during recess (15 minutes), before school (30 minutes) or after school for (1) hour. Students are responsible for their own transportation if they receive school service. School Service can be such things as, but are not limited to:

- Picking up rocks to help make our playing services safer for our students
- Picking up trash
- Helping Maintenance
- Lawn Care

### LUNCH DETENTION GUIDELINES

1. Lunch Detention will be held at the middle school.
2. Lunch Detention may be given for minor infractions by the principal or school personnel.

## **MORNING DETENTION GUIDELINES**

1. Morning Detention will be held in the Library (Monday through Thursday) beginning at 7:30 AM.
2. Morning Detention may be given for minor infractions by the principal or school personnel.

## **SATURDAY SCHOOL**

A student assigned to Saturday school will be required to meet the following guidelines:

1. Time: 8:00 – 12:00 noon
2. Two (2) five (5) minute bathroom breaks.
3. A staff member will act as a monitor.

Failure to attend Saturday school may result in:

1. Attendance makeup on the next two Saturdays (only under rare instances and emergencies, and only with prior approval of the middle school principal).
2. Serve detention until Saturday school is made up.
3. A three (3) day in-school suspension.
4. Out-of-school suspension

## **SUSPENSION PROCEDURES**

### **In-School Suspension**

The In-School Suspension (ISS) Program is designed to minimize the need for out-of-school suspensions. It is intended to provide constructive and positive learning experiences for students who have violated the student discipline policies and, therefore, have been assigned ISS as part of a disciplinary process.

During the students' time in ISS, teachers send the assignments to the ISS room and students are allowed to make up all class work. Assignments sent to ISS are relevant, rigorous, and correlate to the work in class. In addition to working on school assignments, students may engage in learning activities that focus on identifying poor decisions and their consequences, as well as emphasizing the need to take responsibility for personal action and behavior.

### **Out-of-school Suspension (OSS) - District Handbook**

## **EXPULSION PROCEDURES – District Handbook – 4.31**

## **MIDDLE SCHOOL EXPECTATIONS**

Students are expected to adhere to the following at all times:

1. Be in assigned seat when the tardy bell finishes ringing.
2. Bring pencil/ pen, paper, books, and completed assignments to class every day.
3. Keep hands, feet, books, and other objects to yourself.
4. Do not swear, make rude gestures, tease, or put anyone down.
5. **Follow directions of any school employee with respect.**
  - a. Do what you are asked or told to do
  - b. Do it immediately
  - c. Do it with a good attitude

## **APPEARANCE CODE – District Handbook – 4.25 – (STUDENT DRESS AND GROOMING**

The Cedarville School Board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupts the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action. Students who are dressed inappropriately will not be allowed to attend class until they are in compliance with the appearance code. The student will remain in the office until proper attire is brought to them. Time missed from class will be considered an unexcused tardy.

Students will be expected to adhere to the following:

1. Dress and grooming shall be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities.
3. Dress and grooming must not substantially disrupt the educational process.
4. Students are not allowed to have hats/caps, unusual head-dress, or sunglasses on them during the school day unless administrative permission has been given. These items must be kept in your locker if you want them for after school purposes.
5. Students are prohibited from wearing, while on school grounds during the school day and at school sponsored events, clothing that exposes undergarments, buttocks, or breast of a female.
6. Student's shirts must be buttoned within the top 2 buttons. Spaghetti strap tank tops are not allowed. Sleeveless shirts that fit snugly around the arm are allowed and should be at least the width of a dollar bill.
7. Apparel that advertises alcoholic beverages, drugs, tobacco, is sexually suggestive or offensive, or which show foul or inappropriate language, are not allowed.
8. Any apparel which is deemed by the administration gang related is strictly prohibited.
9. Shorts, pants, skirts, and dresses must extend to mid-thigh (approximately 4" above the knee) or below. ANY apparel worn over leggings or yoga pants must also extend to mid-thigh (approximately 4" above the knee) or below.
10. Rips, tears, or holes in clothing must be located mid-thigh length (approximately 4" above the knee) or below and may not be more than 1" in size.
11. Students are not allowed to wear pajamas, house shoes, or any other type of clothing considered to be sleep apparel by the staff and administration.
12. Body piercing is to be limited to two earrings per ear. (Ex. No tongue rings, No Lip Rings, etc...) No body piercing is allowed.

### **Dress Code applies at School Dances Consequence of appearance code violation:**

**Minimum:** conference; warning; calling parent to bring other clothes

**Maximum:** suspension

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior.

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience.

Talking, whispering, whistling, stomping of feet, and booing are very discourteous and will not be tolerated. Yelling is appropriate only at pep rallies. Some of the important rules of conduct are as follows:

1. Proceed to the assembly area quietly and promptly. Find your seat quickly.
2. Sit in the section assigned to your class according to assembly seating procedures.
3. When the assembly leader asks for your attention, give it promptly.
4. Be courteous to the performers and to your neighbors.
5. Don't use an interval of applause or the short time between numbers to start a conversation.
6. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
7. Do not leave the assembly until dismissed.

**Consequence of assembly violation:**

**Minimum:** conference with principal; warning;

**Maximum:** suspension

**BULLYING AND CYBER-BULLYING POLICY – District Handbook – 4.29 – (INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY) – 4.43 (Bullying)**

**Consequence of violation:** Unless otherwise stated:

**Minimum:** conference with principal and One (1) day School Service

**Maximum:** Expulsion

**COMPUTER/ELECTRONIC DEVICE USE POLICY – District Handbook – 4.29 – (INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY) – 4.29.1 – CHROME BOOK – 4.47 – (POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES)**

Consequences of violating the Computer Use Policy depending on the severity of the incident will be as follows:

**Minimum:** Lunch Detention

**Maximum:** Expulsion

1st Offense for profanity, or sexually explicit/pornographic text or graphics: Minimum - Loss of access to school computers for a two week period, additional consequences may be administered. 2nd Offense for sexually explicit/pornographic text or graphics: Minimum - Loss of access to school computers for the remainder of the school year as well as other disciplinary or legal action.

**CONDUCT ON SCHOOL GROUNDS / CAMPUS**

1. There is to be no fighting on campus. An altercation is a fight if any or all the following are present:

- Significant disruption of the educational environment.
- Difficulty in separating the participants.
- Visual or visible evidence of an altercation.

An altercation is an assault if it is a violent action without provocation towards another student and/or school staff member with the intent to do bodily harm.

**A fight can occur in these levels:**

**A. Victim – Attacker**

A victim could be classified in two ways – passive or self-defending. If victim status is revealed by investigation, no action would be taken against the victim. Close scrutiny would be directed at the level of self-defense to assure that undue retaliation was not present. If undue retaliation is determined the self-defender would be classified as a participant.

**B. Participant**

Some fights do not have a victim/attacker pattern. In this type of fight each person is a participant, actively involved in the fight. Sometimes the involvement is equal; sometimes one participant can be identified as the aggressor or as the more violent.

C. Co-Participant

A co-participant is a student that is found through investigation to be actively involved in instigating a fight for pleasure, video purposes, etc... The punishment for being a co-participant shall be the same as the participant.

**Consequences of fighting:**

1<sup>st</sup> Offense: The police may be notified, corporal punishment, ISS or OSS

2<sup>nd</sup> Offense: The police may be notified, OSS with parent conference.

3<sup>rd</sup> Offense: The police will be notified, recommendation for expulsion.

**The administration may require a student that has been involved in an altercation to submit to a drug test.**

**Students are responsible for conducting themselves in a manner that respects the rights of others.**

1. No student shall intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct the class or any other school activity.
2. No student shall encourage other students to violate any rule or school board policy.
3. Students are expected to keep their hands and feet to themselves and treat all students and teachers with respect and courtesy. Horseplay and physical teasing are prohibited.

**Consequences for policy (1-3):**

**Minimum – Warning**

**Maximum – ISS**

**4. Unauthorized Cell Phone/Electronic device use is strictly forbidden.**

- a. Cell phones/electronic devices should be turned off during class time and during passing periods unless given permission by the teacher. Cell phones and other electronics may be used before and after school and during the lunch period once the student has left the cafeteria.
- b. Texting during class time is not permitted, including texting parents to pick you up from school unless given permission from a staff member. Students should report to the nurse if they need to call a parent to pick them up due to illness.
- c. Students who abuse the use cell phones or other electronic communication devices, cameras, as well as MP3 players, I-pods, and other portable music devices shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any cell phones and other communication devices that have been confiscated. If a student is caught using another student's cell phone in class both students will serve the consequences.
- d. The school will not be held liable for cell phones or other electronic devices left unattended.

**Consequences for violation this rule:**

**All incidents will include a parent/guardian contact.**

1st offense: Office documentation, confiscation of device, may be picked up at the end of the day by student

2nd offense: Office documentation, confiscation of device, must be picked up at the end of the day by parent

3rd offense: Office documentation, confiscation of device until the end of one week, Saturday School



4th offense and any recurring offense: Office documentation, confiscation of device until the end of the current semester; 2 Saturday School suspensions.

5. Students are not permitted to use or possess tobacco products on campus, buses, or at school activities pursuant to Act 779 of 1997 and Act 1555 or 1999.

**Consequence of tobacco violation:**  
**Minimum: ISS or corporal punishment**  
**Maximum: OSS**

6. Snacks and beverages are permitted only in the lunchroom or assigned area, except with administrative approval. All trash (candy wrappers, paper cups, lunch bags, soda cans, milk cartons, etc.) are to be placed in trash cans.
7. Act 980 of 1993 prohibits the solicitation or offer to sell any item within 10 feet of a highway or street
8. Students are to remain outside the middle school building in the mornings in designated areas, weather permitting. During inclement weather, students will enter their respective hallways in the middle school and go to the gym.
9. Chewing gum is at the discretion of the teacher and gum must be disposed of in the proper manner.
10. Students are to walk on sidewalks and pavement, not the grass.
11. Students are not allowed in the middle school or high school building after 3:30 unless with their assigned teacher, coach, sponsor, or with parent.

**Consequences of violating campus conduct policy (6-11):**  
**Minimum: warning,**  
**Maximum: detention**

## **DISCIPLINE- STUDENT'S BASIC RULES**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the right of others. The actions listed below are considered improper conduct, and will subject the student to disciplinary action.

Consequences of violating the rules below will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or en route to and from school or a school activity, function, or event. ACA 6-18-505

### **Rule 1 Disruption and Interference with School – District Handbook - 4.20 – (DISRUPTION OF SCHOOL)**

Consequences:

**Minimum:** In-school suspension  
**Maximum:** recommendation for expulsion

### **Rule 2 Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage to school property, or steal or attempt to steal school property. Parents of any minor students under the age of 18 living with the parents will be liable for damages caused by said minor in an amount not to exceed \$10,000.

**Consequences:**  
**Minimum: ISS or OSS (suspension)**  
**Maximum: recommendation for expulsion**

### **Rule 3 Harm to Others – District Handbook - 4.21 – (STUDENT ASSAULT OR BATTERY)**

A student shall not cause or attempt to cause physical injury or behave in such a way as could cause physical injury to a school employee, student, or any other individual. Violence, gangs, and sexual harassment will not be tolerated under any circumstances. ACA 6-15-1005(b)(1,2,3).

**ASSAULT** is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

**BATTERY** is similar to assault, but requires unexcused physical touching or injury.

**ABUSE** means to wrong in speech, reproach coarsely, disparage, revile, or malign.

Striking, fighting, or threatening others with physical injury, etc., may constitute **battery and/ or assault**, and are strictly forbidden.

Profanity, use of vulgar expressions directed at another person, rude, or abusive language is considered **abuse**, and is strictly forbidden. ACA 6-18-502

Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. **ACA 6-17-113 requires school administrators to notify law enforcement when information has been received that leads to a reasonable belief that an act of violence or the threat of violence has been committed on campus.**

**No person shall abuse or insult a public school teacher while the teacher is performing normal and regular or assigned school responsibilities.**

Willfully and intentionally assaulting or threatening to assault or abuse any student, teacher, principal, superintendent, or other employee of a school system is against the law

#### **Consequences for violation of the harm to others rule:**

**Minimum: The police will be notified, ISS or OSS.**

**Maximum: The police will be notified, recommendation for expulsion.**

### **Rule 4 Narcotics and Beverages Containing Alcohol – District Handbook – 4.24 – (DRUGS AND ALCOHOL)**

The Cedarville School District recognizes the need for drug prevention and educational programs. The district is committed to providing its students and employees a drug free educational and working environment. To enable the district to meet this philosophy, the following Drug Prevention and Education Policy is adopted:

1. All students K-12 in the Cedarville District will receive age-appropriate and developmentally based drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.
2. The Cedarville School District believes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
3. The Cedarville School District prohibits the use, unlawful possession or distribution of illicit drugs, look-alike drugs, drug paraphernalia, the misuse of prescription or non-prescription drugs, being under the influence of drugs/ alcohol, and/ or the use or possession of alcohol by students or persons on school premises, on the school bus or as part of any school activity.
4. Students or persons violating the standards of conduct shall be subject to Cedarville School district's discipline policy, as well as referral to the proper law enforcement agency.
5. Students in violation of this policy may be required to show proof of enrollment/ completion of an appropriate drug/ alcohol rehabilitation program (at no expense to the Cedarville District) for re-entry.
6. Information about drugs and alcohol counseling, rehabilitation and re-entry programs will be available to all students.
7. Parents and students will be provided a copy of this policy in the student handbook.
8. Compliance to this policy is mandatory.

**Consequences for violation of the narcotics and beverages containing alcohol rule:**

**Minimum – 5 days of OSS and police contact**

**Maximum – Recommendation for expulsion**

**Any Violation – The police and parents will be notified. During the suspension time, the student will not be allowed to attend any curricular or extracurricular activities, which occur outside the regular school day. Any student/athlete will be subject to additional disciplinary measures subject to the Cedarville Athletic Handbook.**

**Rule 5 Weapons, Dangerous Instruments, & Contraband – District Handbook – 4.22 – (WEAPONS AND DANGEROUS INSTRUMENTS)**

Consequences:

**Minimum:** Suspension

**Maximum:** recommendation for expulsion

**Rule 6 Disregard of Directions or Command**

Students shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher's aides, principals, administrative personnel, superintendent, school bus drivers, cooks, or other authorized school personnel.

**School personnel should be shown respect and failure to do so will be considered insubordination.**

Consequences:

**Minimum:** Warning

**Maximum:** recommendation for expulsion

**Rule 7 Gangs and Gang Activity – District Handbook – 4.26 – (GANGS AND GANG ACTIVITY)**

Consequences:

**Minimum:** suspension

**Maximum:** recommended expulsion

**Rule 8 Sexual Harassment/Assault – District Handbook – 4.27 – (STUDENT SEXUAL HARASSMENT)**

Consequences:

**Minimum:** Suspension

**Maximum:** recommended expulsion Law Enforcement may be called

Any act of sexual assault will result in an immediate suspension and legal authorities will be notified.

**Rule 9 False Alarms**

The Cedarville School District will not tolerate anyone that initiates or circulates any type of false alarm.

**Consequences: Minimum: Five days suspension and possibly a Class A misdemeanor**

**Maximum: Expulsion and Class D felony Law Enforcement will be called**

**Rule 10 Terroristic Threatening**

Terroristic threatening is a criminal act and will be treated as such. Any written, verbal communication or non-verbal communication that can be interpreted as terroristic threatening will be immediately addressed and may result in expulsion from school.

(a)(1) A person commits the offense of terroristic threatening in the first degree if:

(A) With the purpose of terrorizing another person, he threatens to cause death or serious physical injury or substantial property damage to another person; or

(B) With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.

(2) Terroristic threatening in the first degree is a Class D felony.

(b)(1) A person commits the offense of terroristic threatening in the second degree if, with the purpose of terrorizing another person, he threatens to cause physical injury or property damage to another person.

(3) Terroristic threatening in the second degree is a Class A misdemeanor.

**Consequences: Minimum: Five days out-of-school suspension**  
**Maximum: Expulsion**  
**Law Enforcement will be called**

### **Rule 11 Theft of Property**

The Cedarville School District will not tolerate theft of property. Stealing property of another student, teacher, and/or the school will be subject to one or more of the following disciplinary actions:

- Possible notification of Law Enforcement
- Minimum of conference with Parents or Legal Guardians
- Maximum of Expulsion
- Return of stolen property and/or reimbursement of monetary value

### **Rule 12 Behavior Not Covered Above**

The school district reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the written rule, contained herein.

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils regardless of whether the student's conduct occurs on or off campus, and during or between school terms, and regardless of whether a specific prohibition of the conduct is contained in this student handbook. ACA 6-18-507

### **DISMISSAL FROM CLASS**

If a teacher finds it necessary to remove a student from class due to disruptive behavior, the teacher will notify the office to monitor their class and will report with the student to the office. To be reinstated in the class, a student must confer with an administrator and the teacher concerned. If a teacher removes a student from class twice during any nine-week grading period, the student may not be returned to the class until a conference is held between the principal/ his designee, the teacher, the counselor, parents/guardians, and the student. (ACA 6-18-511)

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public displays of affection are not allowed during the school day. PDAs such as kissing, hugging, or other similar actions are also prohibited at all school sponsored activities. Students who choose to disregard the PDA policy will face disciplinary measures ranging from a simple warning to out of school suspension (OSS).

### **HALL PASSES**

Students are to have a hall pass any time they are in the halls while classes are in session. Teachers will give passes only if it is a necessity for students to be in the hall. Students are to sign the sign-out sheet in each class if they leave the class for any reason. Students are not to disturb classes while they are in session.

Seventh and eighth graders are not allowed to be in the fifth/sixth grade wing unless sent there by a teacher or the students have a class in that area. The same is true for 5<sup>th</sup> and 6<sup>th</sup> graders.

## **LEAVING SCHOOL GROUNDS OR SKIPPING CLASS**

To ensure student safety, Cedarville Middle School has a closed campus. Students are not permitted to leave school grounds at any time during the day without permission from the school principal. Students who leave school without permission or skip class are considered truant. When a student arrives on campus even before school begins, he/she is considered to be at school and may not leave the school grounds.

**Consequences:** **Minimum:** One day of ISS  
**Maximum:** Expulsion

## **SEXUAL HARASSMENT FILING PROCEDURE**

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

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

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

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

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

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

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

### **School District Action:**

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

## **SPORTSMANSHIP**

All students should set a good example in the matter of sportsmanship. To this end they should:

1. Remember that a student spectator represents his/her school the same as the athlete does.

2. Remember that the good name of our school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders who yell in support of the team, especially when it is losing.
4. Learn the rules of the various athletic games so that either as spectators or critics, you will speak intelligently.
5. Accept the decisions of the officials without question because they are final and you will not change their mind.
6. Recognize and applaud an exhibition of fair play or good sportsmanship on the part of the visiting team.
7. Be considerate of the injured on either team.

Students and adults alike have a responsibility to display evidences of self-control and fair play in order to help establish a good name for our school and community when it comes to sportsmanship.

**Consequence of violation:**

**Minimum:** warning / removal from facility/ corporal punishment

**Maximum:** suspension / Not allowed to attend future contests

**TARDINESS**

**Students who arrive to school late should be signed in to the office by a parent/ guardian.**

Tardiness to a classroom is defined as being out of your assigned area in your classroom after the tardy bell rings. In order for a tardy to be excused, the student must have a note from their previous teacher, a note from being called to the office or the Nurse, or have made prior arrangements with their teacher and received a hall pass. Unexcused tardies will be kept by each individual teacher and will carry the following consequences:

1<sup>st</sup> – Warning      2<sup>nd</sup> – Lunch Detention      3<sup>rd</sup> – Additional Lunch Detentions (2)      4<sup>th</sup>–Office Referral

Upon the 5<sup>th</sup> tardy to any class, the student will receive 1 unexcused absence for that class period.

MIDDLE SCHOOL  
REPORT CARDS & PROGRESS REPORTS  
2017-2018

Progress reports and report cards will be handed out on the following dates. Students will be given their progress reports by the teachers, while report cards will be available through parent teacher conferences (1<sup>st</sup> & 3<sup>rd</sup> quarters) and handed out (end of 1st semester).

Tues. & Thurs.	Sept. 19 & 21	Progress reports at Parent Teacher Conferences
Friday	October 13	End of 1 <sup>st</sup> quarter
Wednesday	October 18	Reports Cards

Monday	November 13	Progress reports
Wednesday	December 20	End of 1 <sup>st</sup> semester
Wednesday	January 10	Report cards

Tues. & Thurs.	February 13 & 15	Progress reports at Parent Teacher Conferences
Friday	March 16	End of 3 <sup>rd</sup> quarter
Wednesday	March 28	Report Cards

Friday	April 20	Progress reports
Thursday	May 24	End of 2 <sup>nd</sup> semester

Student report cards for 4<sup>th</sup> quarter will be mailed to the parents during the first week of June.