

Dear Parents and Students of Fordyce High School:

Welcome to the 2011-2012 school year at Fordyce High School. It is indeed my privilege to serve you in the capacity of your principal. It is not a charge that I take lightly. As the instructional leader, I pledge to do everything I can to ensure that our students will receive the best education possible. The faculty and I join together in our excitement on the great accomplishments that will take place in the halls of FHS. By joining together as a community, FHS will be a learning institution that all of Fordyce can be proud of.

This handbook has been prepared for the students and parents as a guide in understanding the policies and procedures of Fordyce High School. By reading this handbook, we are hoping you will gain full understanding of the responsibilities placed on all FHS students. Please review the contents and indicate that you have done so by signing and returning the signature page to the principal's office within one week. This is in accordance with Act 104 of 1993. If you as a parent or student of FHS have any questions or concerns found within this handbook, you may feel free to contact me at 870-352-2126.

I look forward to the upcoming school year with much anticipation. Through rigorous course work, relevant curriculum, and building relationships the students at FHS will be preparing themselves for the challenges that await them in the future. We at FHS pledge to provide the opportunities our students will need to ensure their success in the future. At FHS, we pledge to leave no students behind.

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## **Fordyce High School Mission Statement**

The mission of FHS is to partner with parents and the community to provide a safe, supportive, student-centered environment that challenges students to develop skills needed for academic, personal, and social success.

## **FHS Core Beliefs**

1. **Involvement:** Parents, community, and staff should be positively and actively involved in our student's educational life.
2. **Expectations:** High expectations of all stakeholders promote greater student achievement.
3. **Attitudes:** A positive attitude is essential to teaching and learning
4. **Value Education:** A successful life long learning requires commitment, effort, and perseverance.
5. **Safe environment:** An orderly and safe environment is necessary for effective teaching and learning.
6. **Responsibility:** An environment of individual responsibility must be maintained for success.

Redbug SHAPER

S (Safe Environment)  
H (High Expectations)  
A (Attitude)  
P (Parental-Involvement)  
E (Education Valued)  
R (Responsibility)

Redbugs should have a **S**afe environment with **H**igh expectations. The positive **A**ttitudes of students and teachers will help ensure **P**arental-Involvement in an environment where **E**ducation is valued and where everyone has **R**esponsibility in it.



**Fordyce High School Bell Schedule**

7:45 to 8:00	Pass to First Period
8:00 to 8:47	First Period
8:51 to 9:38	Second Period
9:42 to 10:29	Third Period
10:33 to 11:20	Fourth Period
11:24 to 12:11	Fifth Period
12:15 to 1:02	Sixth Period
1:02 to 1:32	Lunch
1:36 to 2:23	Seventh Period
2:27 to 3:14	Eighth Period

**Administration**

Superintendent..... Donny Collins  
Principal..... Bobby Joe Applegate  
LEA Supervisor..... Rita Launius  
Athletic Director..... Don Collins

**Board of Education**

Don Harris  
Deborah Mathews  
Silas Warner  
Jessica Young  
Mark Klappenbach

FORDYCE SCHOOL DISTRICT

20112012 Calendar

August 16, 2011	Tuesday	District Professional Development
August 17, 2011	Wednesday	First Day of School
September 5, 2011	Monday	Labor Day Holiday
October 14, 2011	Friday	End First Quarter
October 24, 2011	Monday	PD/ Parent/Teacher Conferences
November 23-25, 2011	Wed-Fri	Thanksgiving Break
December 16, 2011	Friday	End 2 <sup>nd</sup> Quarter
December 19-Jan 1 <sup>st</sup>	2 Weeks	Christmas Break
January 2, 2012	Monday	Return to School
January 16, 2012	Monday	MLK Holiday
February 16, 2012	Tuesday	PT Conferences(12:30-6:30)
February 17, 2012	Friday	PD (8:00-3:00)
February 16-20, 2012	Thur-Fri-Mon	Winter Break (no students)
March 9, 2012	Friday	End 3 <sup>rd</sup> Qtr.
March 19-23, 2012	Mon-Fri	Spring Break
May 11, 2012	Friday	Last Day for Seniors
May 18, 2012	Friday	Graduation
May 24, 2011	Friday	End 4 <sup>th</sup> Qtr.

**Fordyce High School Faculty and Staff**

	<b>Position</b>
<b>BJ Applegate</b>	<b>Principal</b>
<b>Candi Finley</b>	<b>Counselor</b>
<b>Cornelia Barnes</b>	<b>Media Specialist</b>
<b>Rebecca Blann</b>	<b>Pre-AP Freshmen English, Pre-AP Sophomore, English, Drama</b>
<b>Shelley Applegate</b>	<b>History</b>
<b>Brittney Ulrich</b>	<b>Pre-AP Junior English, Junior English, Sr. English</b>
<b>Amy Mitchell</b>	<b>AP English Literature, Junior English, Junior and Senior Class Sponsor</b>
<b>Jimmy Holt</b>	<b>Algebra III, Trigonometry, Algebra II</b>
<b>Jennifer Rogers</b>	<b>Geometry and Algebraic Connections</b>
<b>David Petterson</b>	<b>Algebra I, Algebra II, Algebraic Connections, AP Cal</b>
<b>Candi Cabaniss</b>	<b>Physics, Chemistry, Environmental Science, Science Club</b>
<b>Alan Cooley</b>	<b>Pre-AP Physical Science, Physical Science, Environmental Science</b>
<b>Scott Loye</b>	<b>Pre-AP Biology, Biology, AP Biology</b>
<b>Timothy Rodgers</b>	<b>US History, Jr. High Football, Sr. High Football</b>
<b>Chris Power</b>	<b>American Government, AP US History, US History, PAP Civics</b>
<b>David Little</b>	<b>Pre-AP World History, World History, Civics, Sr. High Football, Softball</b>
<b>Mica Garrett</b>	<b>Art I, II, III, IV, AP Art Studio, AP Art History, Beta Club</b>
<b>Stevens/Walker</b>	<b>Vocal Music, Music Appreciation</b>
<b>Karen Patray</b>	<b>CBA, Business Comm/Business Law, Word Processing, FBLA</b>
<b>Cindy Freer</b>	<b>EAST, Yearbook Advisor</b>
<b>Anita Bonacci</b>	<b>FACS, Child Dev., Foods, Parenting, Human Rel., Nutrition, Per. Finance, Clothing, FCCLA</b>

<b>Stan Jones</b>	<b>Physical Education, Sr. Boys Basketball, Sr. Girls Track</b>
<b>Ronald Smead</b>	<b>Health, Sr. Girls Basketball, Jr. Girls Basketball</b>
<b>Johnnie Daniel</b>	<b>Resource English</b>
<b>Glenda Childress</b>	<b>Resource Math</b>
<b>Susan Shivers</b>	<b>Secretary</b>
<b>Dena Tramell</b>	<b>Attendance Clerk</b>
	<b>School Resource Officer</b>
<b>Tracy Walker</b>	<b>Paraprofessional</b>
	<b>Paraprofessional</b>
<b>Betty Morgan</b>	<b>ISS</b>
<b>Donald Sims</b>	<b>Assistant Principal</b>

**Students’ Rights and Responsibilities**

The Fordyce School Board believes that students have rights that should be considered and respected. It also believes that every right carries with it certain responsibilities.

Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing their education. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

If all rights and responsibilities of all individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of all students.

If the policy guidelines adopted by the School Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

**Students have the right to:**

1. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school process.
2. Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.

3. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
4. Express views of protest symbolically so long as the manner of expression does not interfere with orderly operation of the school or the rights of others.
5. Participate in patriotic exercises or refrain from participating.
6. Be secure in their persons, paper, and effects against unreasonable searches and seizures, have privacy in regard to their personal possessions unless there is a reasonable suspicion that the student is concealing materials prohibited by law.
7. Determine his/her own dress, except where such dress is unsafe or is so distracting as to clearly interfere with the learning process.

**Students have the responsibility to:**

1. Attend class daily; be at all classes and obey school rules.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks and obscenities in verbal and written expression.
4. Develop tolerance of the viewpoint and the opinions of others and recognize the right of other individuals to form different views and to dissent in an orderly and respectful manner.
5. Respect the rights of classmates who do not wish to participate.
6. Respect the rights, property and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and to accept the consequences for articles stored in their lockers.
7. Observe the basic standards of cleanliness, modesty and good grooming, and wear clothing that contributes to their own health and safety, as well as that of others.

**Student Discipline**

Discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be done in as positive a manner as possible. Positive means of working with students include individual discussion and counseling, involvement of students in defining acceptable behavior standard, involvement of parents of the individual in cases where a student has exhibited lack of responsibility or self-discipline.

It is the student's responsibility to cooperate with the teachers at Fordyce High School so that the teaching efforts may be successful. Each student will be held responsible for his/her behavior and must accept the consequences for his/her actions.

When positive efforts have not succeeded in correcting a student's behavior in relation to his/her learning environment, the following measures are authorized:

1. ***Student discipline may range from a minimum of a verbal reprimand to a maximum of recommendation for expulsion.***

2. Corporal punishment in accordance with Board regulations.
3. Suspension of the pupil in accordance with Board regulations.
4. Expulsion of the pupil in accordance with Board regulations.

The pupil has the right to be informed of the reason for corrective measures taken. Corrective measures should always be based on necessity for helping the pupil make a better adjustment to living.

### **Corporal Punishment**

The Fordyce School Board recognizes that good discipline in the school results when students:

1. Are taught in the home to respect the rights of others and to settle disagreements in an amicable manner.
2. Attend a school that provides a relevant curriculum, taught by effective personnel in a pleasant environment.
3. Live in a community that provides constructive outlets for its youth. The board encourages and supports this approach to developing a desirable climate of discipline in the schools.

The board recognizes the need for firmness in dispensing with all isolated problems calling for disciplinary action which occurs in the classroom or during other school activities, whether on or off the school premises. Accordingly, the Board expects:

1. That the principal and faculty of each school will always be in a position to take disciplinary action.
2. That disciplinary action will contribute to the general welfare of the school or class as a whole and will be directed toward the positive improvements of citizenship of the group or of the individual involved.

Corporal punishment may be administered by a certified employee of the district to any pupil for disruptive behavior or unmanageable conduct, insubordination, profane, violent, vulgar, or insulting language, or other conduct that would tend to disrupt the educational process.

The Board directs that corporal (physical) punishment, when deemed necessary, will be administered as follows:

1. Except for those acts of misconduct, which are so antisocial or disruptive in nature as to shock the conscience. Corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by means other than corporal punishment, and unless the pupil has been told that a continuation or repetition of his behavior shall lead to corporal punishment.
2. It will be administered in the presence of the building principal (or his designee), as a witness who shall be advised, in the presence of the student, the reason for the punishment.
3. It will not be administered in the presence of other students nor will it be excessive.
4. It (corporal punishment) will be administered to the lower posterior only.

5. Refusal of corporal punishment will result in suspension.
6. In the event the principal is absent, a written report will be filed. This report will be signed by the employee administering the corporal punishment and include the name of the witness.
7. On request, the parent shall be informed in writing, of the reason for the punishment and the name of the witness.

### **Discipline of Handicapped Students**

Handicapped students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures, so long as such treatment does not infringe on their right to a free appropriate education is mandated by P1-105-17 of the Rehabilitation Act, and Arkansas Laws, as followed by these guidelines:

On each school campus the appropriate staff members will be made aware of those students who are receiving special services of the district.

Class cooperation between special services teachers, classroom teachers, counselors, principals, and parents concerning the special students' educational and behavior program is necessary.

The IEP (Individual Education Plan) team for the handicapped students should consider whether discipline should be adopted/included as part of the student's IEP.

When recurring problems, such as nonattendance, truancy, tardiness, or persistent discipline problems cannot be worked through preventive discipline procedures with a handicapped student, the Special Education Supervisor shall be notified.

The regular school discipline rules and procedures apply with these exceptions:

1. In emergency situations, suspension should be limited to duration of the emergency.
2. Convene the IEP team to consider change in the program.
  - A. Suspension (only in emergencies and for the duration of the emergency).
    - a. SAYS (South Arkansas Youth Services)
    - b. Home Suspension (assignment and monitoring)
  - B. Long Term Suspension/Expulsion  
When considering a long-term suspension or expulsion of a handicapped student that would constitute a change of placement, an IEP meeting must be held prior to this action.
  - C. Alternate Placement Immediately.
    - a. Legal Avenues
    - b. SAYS (South Arkansas Youth Services)
    - c. Rehabilitation Office (if age appropriate)
    - d. Parents and Students

### **Procedure To Follow If Alternative Placement Is Deemed Appropriate**

1. Persons to attend the IEP meeting must have knowledge of:
  - A. The handicapped student
  - B. Meaning of the evaluation data regarding the student
  - C. Placement options
  - D. Parents and Student
2. Purpose of the meeting:
  - A. Determine if the student's behavior is related to the student's handicap
  - B. Determine if the student is appropriately placed
  - C. Consider actions to be taken
3. The IEP meeting must be fully documented and the parents will be provided with written documentation of the meeting and the decisions reached.

### **Due Process**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of the appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite manner and to provide parents with correct information concerning their conduct. (Principals and teachers are responsible for notifying parents and students of conferences in cases involving suspensions and expulsion recommendations.) Parents have the responsibility to call principals for conferences when needed, and to arrange with proper school authorities for desired student hearings.

### **Chemical Screen Test Policy for Fordyce Schools**

The Fordyce 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 Fordyce Board of Education 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 the legal drugs and medications.

### **Purpose of a Chemical Abuse Policy:**

1. To allow the students of Fordyce 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 problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws, which restrict the use of such mood-altering chemicals.

4. To assist students of Fordyce Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To establish standards of conduct for students of Fordyce Schools who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

### **Scope**

The provisions of this policy apply to students in Fordyce Schools in grades fifth through twelve. No student will 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. Positive screening results are considered cumulative and follow the student for the duration of enrollment in the Fordyce School District.

### **Definition**

*Illegal Drugs* are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

### **Prescription Medication**

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test."

### **Consent Form**

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or to park on school district property until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment. No student will be allowed to sign the consent form after these dates.

## **Selection Process**

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will be tested on the next test date. The number of names drawn will be no less than (2%) or greater than (15%) of the students in grades fifth through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

## **Testing Agency**

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

## **Cost**

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

## **Refusal to Consent to Testing**

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations but are not allowed to attend after school meetings, participate in any activities, or park on campus.

## **Refusal to Submit to Testing**

Any participant who refuses to submit to random drug testing and /or retesting is considered having tested positive.

## **Testing Procedure**

All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students who test positive will be required to sign an additional consent form.

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

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e.: coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e.: purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will not be outside of the presence of the observer and not have access to

- faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed.
4. 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.
  5. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
  6. If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During the time, the student will remain in the vicinity of the collection area and under the observation of the district staff.
  7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
  8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

### **Analysis Process**

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to an SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

### **Results and Notification**

Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

### **Records**

All records concerning chemical abuse testing will maintained by the Superintendent or his designee in a separate, locked file.

The records will not be kept in a student's regular file. Only the Superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his/her chemical abuse testing records upon written request.

### **First Positive Test**

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, and the student's head coach or sponsor. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or parent/legal guardian.

The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any curricular or extracurricular activities that occur outside the regular school day or park on campus. Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probationary period. In order to regain eligibility after the thirty-one day probationary period, the student must be tested again at the district's expense and a written copy of the results will be given to the Superintendent or his/her designee. If the test negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of the thirty-day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

**Exception:** A student must be retested on day thirty-one. However, certain chemicals that take more than thirty 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.

### **Second Positive Test**

For the second positive test, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

### **Third Positive Test**

For the third positive result, the student will be permanently suspended from participating in or attending any activity program and park on campus for the remainder of his/her enrollment with the school. A third positive test screen could come from a third positive test from the random pool or a result of a rescreen at the end of a probation period.

### **Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

**Other Disciplinary Measures**

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

**Resource List**

Counseling/rehabilitation is recommended for the student that has tested positive. Any counseling/rehabilitation service cost will be the responsibility of the parent/legal guardian. The following are some agencies that provide counseling/rehabilitation services. In supplying the list, the Fordyce School Board, its agents, or employees take no responsibility in the selection of which agency the parent decides to use. The final decision to seek counseling for the student and the cost of counseling/rehabilitation shall be the responsibility of the parent/legal guardian.

- Pinnacle Point .....501-223-3322
- Rivendale.....800-264-5640
- Living Hope.....870-774-4673
- Fordyce Counseling .....870-352-5122
- The Bridgeway.....501-771-1500

**Standards of Conduct**

Below each rule of conduct is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in alphabetical order after individual occurrences. However, the administration may exercise more extreme action in severe situations or in situations in which a student has been involved in another infraction. Corporal punishment and/or detention hall may be used for any of the following infractions in accordance with the corporal punishment policy. Parents or Guardians will be notified by phone and/or letter for any suspension.

**Disregard of Directions or Instructions (Insubordination)**

Refusing reasonable directions or instructions of teachers, substitute teachers, principals, administrators, school bus drivers, or any other authorized personnel is considered insubordination.

- A. Detention hall (1-3 days)
- B. Saturday School
- C. Suspension (up to 10 days ISS)
- D. Recommendation for expulsion

**Unexcused Tardy**

A student shall be prompt in arriving at school and to assigned classes. Tardy mean loss of instruction for the student and disruption of the learning process for the teacher and the other students in the affected class. Tardies will start over every 9 weeks.

- A. Detention Hall (1 day)                      4<sup>TH</sup> Tardy in 9 weeks
- B. Detention Hall (2 days)                    5<sup>TH</sup> Tardy (Parent Notification)
- C. Saturday School
- D. ISS up to 10 days                            6<sup>TH</sup> Tardy (Parent Conference)

- E. ISS up to 10 days                      7<sup>TH</sup> Tardy (Parent Notification)
- F. OSS up to 10 days                      8<sup>TH</sup> Tardy (Parent Notification)

**Truancy**

A student shall not be absent from school without parent and or school authorization or prior knowledge and consent by the building principal of the absence. Students failing to check out properly will be considered TRUANT and will be subject to that policy. (AR LAW 6-18-211, 6, -18-217) **ACT 1308 of 1997**

In-School Suspension; ISS, (up to 10 days) to Expulsion

**Skipping Class**

**Any student who is not in the class they are assigned or have written permission from their teacher to be in another class will be considered skipping class.** After arrival on campus a student who is absent from his/her assigned learning station (class) without permission from school authorities shall be considered Skipping. The only exception to this rule will be for students who have prior approval to leave campus, students who attend Vo-Tech, students who have been granted work-release, or students on special assignments by a school official.

In school Suspension to Expulsion

**Weapons, Dangerous Instruments, and Contraband**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosives, firearms of any kind (pistol, rifle, pellet gun, BB Gun), club or any other object that might be considered a weapon or dangerous instrument, or any other contraband material. ***Discipline will follow the Guns Free Schools Act*** (AR LAW 5-73-120, 5-73121, 6-21-608) **ACT 1282 of 1999, ACA 5-27-206.**

Immediate OSS, and Recommendation for expulsion and refer to legal authorities

**Physical Abuse or Assault by a Student on a School Employee:**

A student who commits assault and/or battery upon any faculty or staff member of the Fordyce School District. (AR LAW 5-13-201,5-13-202,6-17-106) **ACT 1243 OF 1997**

- A. Immediate OSS and recommendation for expulsion
- B. Refer to legal authorities

### **Physical Abuse or Assault by a Student on Another Student:**

A student shall not threaten or attempt to cause injury or physical harm to another student, and a student shall not beat or strike another student. (AR LAW 5-13-201, 5-13-2001, 6-17-106) **ACT 1243 OF 1997**

- A. Suspension (up to 10 days OSS)
- B. Recommendation for expulsion
- C. Refer to legal authorities

### **Policy on Terroristic Threatening:**

All threats will be taken seriously. Any individual who threatens another individual or other individuals with bodily harm with a weapon of any sort, or who threatens someone's life, will be immediately suspended and turned over to law enforcement authorities upon contacting parent or guardians.

Suspension (up to 10 days OSS) and refer to Legal Authorities to Recommendation for Expulsion

### **Threats to a School Employee:**

A student shall not threaten a school employee verbally or physically. (AR LAW 5-12-201, 5-13-202, 6-17-106) **ACT 1243 OF 1997**

- A. Suspension (up to 10 days OSS)
- B. Recommendation for Expulsion
- C. Refer to Legal Authorities

### **Fighting:**

Fighting is defined as the exchange of physical blows (hitting, slapping, pushing, or shoving). Students who participate in the fight may be suspended out of school immediately and remain so until the administrator assigns the actual consequences. A student has the right to defend him/herself without being suspended, provided the student is the target of a physical attack that he/she did not provoke and provided that the student used every means possible to avoid a conflict. The student must be able to justify his/her part in the altercation. (AR LAW 5-71-207) ACT 1243 OF 1997

Suspension (up to 10 days OSS) to Recommendation of expulsion and Refer to legal authorities

**Damage to, destruction of, or theft of property, or extortion:**

A student shall not cause or attempt to cause, damage or steal the property of another student or another person, nor shall a student obtain something (of value) from another person by either physical force or threat (AR LAW 5-360103, 6-21-605) **ACT 1243 OF 1997.**

A. Suspension up to 10 to Recommendation for expulsion

**Damage to, destruction or, or theft of school property:**

A student shall not cause, or attempt to cause damage to school property, or steal, or attempt to steal school property. The Fordyce School District will attempt to recover damages from the student responsible for the destruction of school property. The parent of any minor (student under the age of 18) will be liable for damages caused by said minor. (5-36-103, 6-21-605) **ACT 1243 OF 1997**

Suspension (up to 10 days OSS.) To Recommendation for Expulsion

**Disorderly Conduct:**

A student shall not engage in behavior that produces situations in which instruction or activities of other students are adversely affected. (Constantly talking, making noise, paper throwing, etc.)

Detention (1-5 days) Parent Notification to Recommendation for Expulsion

**Paging Devices/Electronic Communication Devices:**

Students may possess MP3 players before school and during lunch. Students may not have them out in the hallways or in the classroom during class times. FHS is not responsible for any electronic device that is brought to school grounds. If a student's device is stolen or damaged at school, FHS is not responsible for damages.

## CELL PHONES

Use and misuse of cell phones have become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

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

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. Fordyce School District will not assume any responsibility for any students' devices. Fordyce School Board reserves the right to deny financial obligations for any stolen electronic devices of any kind.

All students are forbidden from cell phones, any paging device, beeper, or similar electronic communication devices at all times. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Students using or possessing, other than those 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 as per actions described below. Students refusing to remit the cell phone and/or electronic device for confiscation purposes will be immediately suspended until further notice.

Students have no right of privacy pertaining to the content contained on any cell phone or other electronic communication devices that have been confiscated.

Students, who use school issued cell phone and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. (AR LAW 6-18-502)

### **ACTIONS:**

1<sup>ST</sup> Offense: Administration will keep the device for 5 school days.

2<sup>nd</sup> Offense: A fine will be charged for \$10.00 for remittance to parents only

3<sup>rd</sup> Offense: A fine will be charged for \$25.00 for remittance to parents only

4<sup>th</sup> Offense: Administration will keep the device for the remainder of the school year.

**Students Verbal Abuse or Threats:**

A student shall not use profane, violent, vulgar, abusive, or insulting language on school campus at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts that impinge upon the rights of others, or cause disruption of the educational process.

Detention (3-5 days) Parent Notification to Expulsion

**Student Verbal Abuse of School Employee:**

A student shall not use profane, violent, vulgar, abusive or insulting language or show disrespect toward teachers or other school employees during school or at any school activity. “Any person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction shall be liable to a fine of not less than \$50.00 or more than \$1000.00.” **ACT 1565 OF 2001**

Suspension (up to 10 days ISS OR OSS) and refer to legal authorities to  
Recommendation for Expulsion

**Dress Code:**

Students are expected to dress in clothing which is appropriate for school and which will not distract from the learning atmosphere of the classroom. Any extreme in clothing, hair, cosmetics, jewelry, accessories, or other appearance that may disrupt the normal operations of the school will not be acceptable.

**TYPES OF CLOTHING APPROPRIATE FOR SCHOOL ARE:**

- A. Shorts, skirts, or dresses that have no holes/slits/tears and have a bottom edge (s) of fabric must meet the following guideline. The shorts, skirts, or dresses fabric must extend to the top of the kneecap. No exceptions! Failure to meet this requirement will result in

the student being asked to change clothes or being sent home with an unexcused absence.

- B. Pants/slacks with no holes/slits/tears above the knees. **NO SAGGING.**
- C. Shirts and blouses with sleeves and a body length that will cover the waistband of the pants. Sleeve length of all shirts and blouses must be at least four inches. Cap or split sleeves are prohibited. Shirts and blouses must not be see-through. Dresses, blouses, tops, etc., will not reveal any part of the breast. Cleavage will not be allowed to show. Dresses, blouses, tops, etc. will not be worn off the shoulder.
- D. Clothing with no vulgar, obscene, suggestive, or offensive messages, or which advertise or support drugs, alcohol, or tobacco.
- E. Headgear and sunglasses are not to be worn in any school building. (Boys & girls) These items will be confiscated for one week for the 1<sup>st</sup> offense and one semester for the 2<sup>nd</sup> offense. While outside, caps/hats that have a bill must be worn with the bill facing the front.
- F. Spandex/leggings/stirrup pants, etc., may only be worn under shorts, skirts, or dresses provided the outer garment extends to the top of the kneecap. Blouses and shirts must cover to the knees when wore separately with spandex, leggings, or stirrup pants. Sleepwear, ex. Pajamas, moo moos, nightgowns, robes, house shoes, etc, shall not be worn at school or school events
- G. All clothing must be worn: snaps will be snapped, buckles will buckled, buttons will be buttoned, etc.

**FAILURE TO COOPERATE WILL RESULT IN THE STUDENT BEING SENT HOME TO CHANGE, WITH THE STUDENT RECEIVING AN UNEXCUSED ABSENCE**

### **Sagging and exposure of Breast**

The wearing of pants below the waist or belt line usually with undergarments showing(or shorts) or the exposure of women's breast is unacceptable and will not be tolerated. **House Bill 1936 AR Code 6-18-503**

\*Students will be checked every day before 1<sup>st</sup> period starts. Any student found in violation will be sent to the office. If the student is in violation of any of the above they will be sent home to change and will have an unexcused absence while they are not at school. Students may be asked to tuck their shirt in to prevent sagging and the females may be asked to wear a shirt over their clothes to cover up their breast. If the student refuses to tuck in their shirts or cover their breast then the student will be:

- A. Detention to Expulsion and referred to legal authorities

### **Public display of affection:**

Affection such as embracing or kissing on the school grounds or at a school-sponsored activity will not be permitted.

Student Warning to Expulsion

**Gambling:**

Gambling in any form on school property is prohibited.

Saturday School to Recommendation for Expulsion

**Violation of Parking and Driving Privileges:**

A student using any type of vehicle (bicycle, motorcycle, automobile) as a means of transportation to and from school shall not violate the rules and regulations set forth by the principal of the school. Students, grades 10-12, with a valid driver's license, may drive cars and trucks to school. These vehicles must be parked in the assigned area on campus, be registered with the school and must display a current decal. A student shall NOT sit in a parked car during school hours, including before school and at lunch.

- D. Driving Privileges Suspended (5 days), Parent Notification
- E. Driving Privileges Suspended (10 days), Parent Notification
- F. Driving Privileges Suspended for the Semester

**Interruptions/Distractions:**

No student is to interrupt a class without authority from office personnel, or be out of class unless he/she has a valid hall pass.

- A. Detention Hall (3-5 days)
- B. Suspension (up to 10 days ISS)

**Prohibiting Classroom Instruction:**

If a student is deemed to be interfering with classroom instruction, the teacher may send the student out of class to the office. Upon being sent out of the office, the student will report to the office.

Detention to Recommendation for Expulsion

**Loitering:**

Students will not linger aimlessly in the restrooms or hallways, in or around the bus, in the student or teacher parking areas, in the gym, band room, weight room, library or commons

without immediate supervision of a coach, director, or sponsor. Suspended or expelled students are not to be in any school building, on any school campus, or at any school activity during suspension duration. (AR LAW 6-21-606/607)

- A. Detention Hall (3-5 days), Parent Notification
- B. Referral to Legal Authorities

### **Tobacco-Use and Possession Prohibitions:**

Students shall not smoke or use smokeless tobacco in any school area or at any school sponsored activity at any time. A student is prohibited from possessing tobacco products and smoking paraphernalia on the school grounds or at school sponsored activities. (AR LAW 6-21-609, 20-27-702, 20-27-703) **ACT 779 of 1997**

#### **Definitions:**

For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette of any type, cigar, pipe, herbal cigarette (bidi/clove, kreket) and any other smoking products and spit tobacco (also known as smokeless tobacco, dip, chew, and snuff) in any form.

For purposes of this policy, “tobacco use” includes smoking, which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco.

- A. Saturday School
- B. Suspension (up to 10 days ISS) 1<sup>st</sup> offense: Confiscate tobacco products, Notify parents, Assign ISS
- C. Suspension (up to 10 days ISS/OSS) 2<sup>nd</sup> offense: Confiscate tobacco products; Notify parents; Notify authorities; Require meeting with and assessment with substance abuse educator or designated staff; Participation in tobacco education program; Offer resources for available cessation programs.
- D. Recommendation for expulsion-3<sup>rd</sup> offense.

The Fordyce School District, inclusive of all its building and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with or sponsored by the school.

Possession or use of tobacco products by students on district property, in district vehicles and at school –sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all visitors to the school district is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising for of tobacco products is prohibited in school buildings, on school property, at school functions, and in all school publications. This includes clothing that advertises tobacco products.

Tobacco prevention instruction is included in K-12 curriculum through Fordyce School District’s counseling services, Science, and Health classes.

## **Possession or Use of Alcohol/Illegal Drugs:**

Sale, distribution, use, or possession of alcoholic beverages, controlled substances (illegal drugs), or other materials expressly prohibited by federal, state, or local laws is not permitted by students in school buildings, on school property, or at school functions. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted. A trace of drugs/alcohol in the student's body is a violation of this policy. Any school employee who suspects that a student is violating this policy must report the name of the student and details of the violation to the principal. The student may be searched when there is reasonable suspicion that the student may be hiding evidence of wrongdoing. When a violation occurs, the parent/guardian will be notified, when possible. A referral for counseling will be made. The proper law enforcement agency will be notified of any criminal activity with full cooperation of school officials. (If a student is under the influence at school the student will be sent home for up to 10 days (OSS)).

### CONSEQUENCES FOR USE OF OR POSSESSION OF ALCOHOL/ILLEGAL DRUGS:

Suspension (up to 10 days OSS) and recommendation for Expulsion

## **Drug Dog Visits**

Students of Fordyce High School District #39 should be aware that the district has access to a registered drug dog. The dog is trained to locate alcohol, marijuana, and other illegal drugs. Periodic, unannounced visits to the school and school activities will be made by the dog and its handler in an effort to prevent possession of alcohol and other drugs on the school campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to district policy, local, state, and federal law. Due process will be observed in the administration of the policy.

**DRUG:** Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, marijuana, glue, or materials expressly prohibited by federal or state law.

**POSSESSION:** Possession includes having the drug on the person, or in the immediate vicinity of the person, or among personal possessions (locker, car, etc.) of the individual.

**ABUSIVE USE:** The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

## **Audio Equipment:**

Students will not possess, handle, or play audio equipment (radio, cassette/CD player, boom boxes, etc.) on school campus, or in school buildings during the instructional day. Possession of the device will be allowed at the teacher/sponsor's discretion for travel to and from an extracurricular activity.

- A. Confiscation by Teacher or Principal
- B. Assignment of Detention Hall
- C. Notification of Parents

**Membership in fraternities, sororities, secret clubs, gang activities/associations:**

The Board is authorized to suspend or expel any student who joins, promises to join, or who solicits other persons to join, promise to join, or pledge to become a member or a display any insignia of such fraternity, sorority, secret society, or gang activity, or association while enrolled and attending Fordyce District Schools. Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds, at school sponsored activities, or which disrupts the school environment and/or school activities are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming, which by virtue of it's color, arrangement, trade mark, symbol, or any other attribute which indicates or implies membership or affiliation with such group, presents a clear and present danger. This activity is contrary to the school environment and educational objectives of the Fordyce School District and creates an atmosphere where unlawful acts or violations of school regulations may occur. (AR LAW 6-18-603, 605, 606)

Parent/Administrator Conference and Probation to Recommendation for Expulsion

\* Any student caught throwing gang signs or doing any Gang Activity will be sent home for up to 10 days.

**Forgery or Falsification of Information:**

A student will not forge or falsify any information such as grade information, attendance records, school passes, registration, homework assignments, or scheduling information.

- A. Detention Hall to Recommendation for Expulsion

**Sexual Harassment:**

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

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report into account and be appropriate to the age of the students.

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

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to person's alleged sexual activities.

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

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposefully inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion. ACA 5-14-101, sexual contact; 5-14-111, sexual indecency.

Suspension (up to 10 days OSS) and  
Recommendation for expulsion and Notification of Authorities

**Sexual abuse, rape, and or sexual immorality:**

Students shall not engage in sexual contact, sexual activity, or sexual indecency on school property or at school sponsored activities.

Suspension (OSS up to 10 days) to Expulsion

**Frequent Detentions:**

Any student who receives an excessive number of detentions will receive the following disciplinary actions:

- A. 10<sup>th</sup> detention                      Saturday School
- B. 15<sup>th</sup> detention                      up to 10 days ISS and parent conference
- C. 20<sup>th</sup> detention                      up to 10 days OSS and parent conference
- D. 25<sup>th</sup> detention                      Recommendation for Expulsion

**Habitual Misconduct:**

Any student who is referred to the office three times in one week may be suspended from school for up to 10 days ISS.

- A. Up to 10 days ISS
- B. Up to 10 days OSS

**ANY STUDENT WHO IS SUSPENDED FOR THE THIRD TIME IN ONE SCHOOL YEAR MAY BE RECOMMENDED FOR EXPULSION.**

**Prescription/Medication Policy:**

This must be brought to school by the parent in the original container with the child’s name on the prescription. A medical release form must be signed before the medication is administered to the student. We do not dispense over-the-counter medication. Parents may come to the school to administer medicine to the child, if necessary. Any student who violates this policy will be subject to the following.

**Detention to Recommendation for Expulsion**

There will be one exception to this rule; students will be allowed to keep their asthmatic inhaler if medically necessary. The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school sponsored activity.

The authorizations shall be valid only for the duration of the school year at the school that the student is attending at the time the authorizations is provided. The authorization must be renewed for each school year or if the student changes schools in order for the student to carry an asthma inhaler or auto-injectable epinephrine, or both on his or her person.

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with appropriate medical documentation, which shall

include: Evidence that the asthma inhaler or auto-injectable epinephrine, or both, have been prescribed by a health care practitioner with prescriptive privileges and evidence that the student needs to carry the asthma inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition.

All medical documentation provided with regard to a student who carries an asthma inhaler or auto-injectable epinephrine, or both, shall be kept on file at the school the student attends in a location that is readily accessible in the event of an asthma or anaphylaxis emergency.

A student's asthma inhaler or auto-injectable epinephrine, or both, shall be supplied by the student's parent or guardian and shall be stored and transported in its original prescription-labeled container.

The student shall demonstrate to the health care practitioner who wrote the prescription and the school nurse, if the school nurse is available, the skill level and responsibility necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both. A student with asthma is not required by the section or any related rule or school procedure to carry the student's asthma inhaler or asthma inhaler or auto-injectable epinephrine, or both, on his or her person. If a student with asthma does not carry the student's asthma inhaler or auto-injectable epinephrine, or both on his or her person, then the student's parent or guardian shall provide the school with appropriate medications in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in the emergency.

A student is prohibited from sharing, transferring or in any way diverting his or her own medications to any other person.

No school district, school district employee, or agent of a school district shall be liable for injury to a student caused by his or her use of a prescription inhaler or self-administration of medication.

### **Bullying:**

Bullying is defined as the repeated and systematic harassment and attacks on others. Bullying can also consist of a single interaction. The intention of bullying is to put a victim in distress in some way. Bullies seek power. Bullying in its truest form is a series of repeated, intentionally cruel incidents involving the same students in the same bully and victim roles. Individuals or groups can perpetrate bullying. Bullying takes many forms and can include many behaviors such as:

1. Physical violence and attacks.
2. Verbal taunts, name-calling and put downs (including but not limited to gender, racially, or ethnically based verbal abuse or putdowns.
3. Threats and intimidation
4. Extortion or stealing of money and possessions.
5. Damaging a person's personal property

Students who bully another person shall be held accountable for their actions whether it occurs while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

- A. Detention Hall to Recommendation for Expulsion

**Pornography:**

Possession of pornographic materials or any form of objectionable, inappropriate material is not allowed.

**Suspension (up to 10 days ISS) to Recommendation for Expulsion**

**Cheating:**

Students shall not cheat or attempt to aid other students in cheating on any type of assignment, class work or tests, including standardized examinations. Students in violation will be subject to serve disciplinary consequences.

- A. Zero for that particular assignment or test. Notify parent or guardian. Teacher detention
- B. Zero. Detention (3 days). Parent/Teacher Conference
- C. Zero. Saturday School. Parent/Teacher Conference
- D. Zero. Up to 10 days ISS. Parent/Teacher conference
- E. Zero. Up to 10 days OSS. Parent/Teacher conference

**Plagiarism:**

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Plagiarism, whether intentional or unintentional, will not be tolerated and will be treated the same.

- A. Zero for that particular assignment. Parent/Teacher conference
- B. Zero. Saturday School. Parent/Teacher Conference
- C. Zero. Up to 10 days ISS. Parent/Teacher conference
- D. Zero. Up to 10 days OSS. Parent/Teacher conference

When positive efforts have not succeeded in correcting a student's behavior in relation to his/her learning environment, the following measures are authorized:

- 1. Corporal punishment in accordance with Board regulations.
- 2. Suspension of the pupil in accordance with Board regulations.
- 3. Expulsion of the pupil in accordance with Board regulations.

**I.D. Badges**

Students must have ID Badges if they are eating in the lunch room or checking out Library books. Any student who does not present a card in the lunch line or checking out a library book could be:

**Detention to Suspension**

## **Detention Hall**

Teacher detention can be given for classroom and handbook violations and assigned for before school, at noon, or after school (TEACHER CHOICE). The Principal or designee will assign students to Lunch detention for violation of handbook policy. THE FOLLOWING CONDITIONS APPLY FOR ANY ASSIGNED DETENTION.

- A. The student must be present on the day the detention is assigned, and he/she must be on time.
- B. It is the responsibility of the parent(s) or guardian to provide transportation, if needed.
- C. If a student skips detention or fails to make arrangements with the teacher or principal, the student will be assigned double detention.
- D. If a student skips detention a second time in a semester, the student will be suspended (ISS or OSS).
- E. If the student does not conform to work habits or study habits expected by the detention supervisor he/she will be asked to leave and will be assigned to double detention or suspension.
- F. Students are expected to report to detention within three minutes after the bell rings and remain for the teacher-assigned time, or for thirty minutes required for after school detention.
- G. **A student may choose to accept Corporal Punishment, for minor offenses only, to take the place of detention. Minor offenses include: student I.D. infractions, tardies, and sagging.**

## **Academic Detention**

**Any student who fails to complete an assignment that a teacher deems necessary to develop skills needed as deemed by the Arkansas State Curriculum frameworks shall be assigned to Academic Detention.**

- 1. Academic detention is for fifteen minutes during lunch.**
- 2. Students will remain in academic detention until the work has been satisfactorily completed.**
- 3. If a student does not complete academic detention, Lunch detention will be assigned and they still have to complete academic detention.**

### **Nondiscrimination**

A person who believes he or she has been discriminated against by the Fordyce School District because of race, color, ethnic background, sexual orientation, religion, national origin, sex, physical, or mental handicap is encouraged to utilize the grievance procedures provided by the school district.

### **Affirmative Action Grievance Procedures**

There are informal and formal means of addressing complaints through the principal's office. These should be used as soon as possible after the alleged act of discrimination. No individual shall be penalized or retaliated against in any way by the school district for his or her participation in this complaint procedure.

All persons who seek the advice and assistance of the equity coordinator shall have explained to them the informal and the formal grievance procedures available to them through the school district as well as the existence of external complaint procedures available through the state and federal agencies.

Inquiries concerning this policy may be referred to:

David Petersen, Fordyce School District Equity Coordinator  
Fordyce School District  
100 Redbug Blvd  
Fordyce, AR 71742

### **Computer Use Policies:**

#### TERMS AND CONDITIONS FOR USE OF INTERNET

The Fordyce School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent/legal guardian (if the student is under the age of eighteen (18)) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

## **APSCN PROJECT OVERVIEW**

The Internet is an electronic communications network that provides vast, diverse and unique resources. APSCN (Arkansas Public Schools Computer Network) will provide multi-user access to the Internet as part of a collaborative project involving the Fordyce School District, Arkansas Department of Education and other school districts throughout the state. The goal of APSCN is to promote educational excellence and administrative capabilities by facilitating resource sharing, accessing outside information, research, and encouraging technological innovation and worldwide communication.

## **INTERNET RESOURCES**

The Internet is an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers. Students, teachers, staff, and parents will have access to:

1. Worldwide electronic mail communication
2. Global information and news
3. Public domain and shareware computer software
4. Discussion groups on numerous topics from the environment to music to politics
5. Access to many university libraries, such as the Library of Congress and ERIC

## **INTERNET WARNING**

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not suitable for school-aged children. The Fordyce School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports the resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate material.

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The School District, however, cannot prevent the possibility that some user may access material that is not consistent with the educational mission, goals, and policies of the school district, since Internet access may be obtained outside the school setting.

## **GUIDELINES**

Internet access is coordinated through a complex association of government agencies and regional and state networks. The operation of the Internet relies heavily on the proper conduct of users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be terminated and future access will be denied and further consequences may be administered. The signature(s) on the application form indicates the user(s) have read the terms and conditions carefully and understand their significance.

1. Privileges – The use of the Internet is not a right but a privilege and inappropriate use will result in the cancellation of that privilege. Each individual who receives an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use and their decision is final. The district may close an account at any time deemed necessary or by the recommendation of the administration, faculty or staff.

2. Acceptable Use – The use of your account must be in support of education and research that is consistent with the educational goals and policies of the Fordyce School District. Use of any other network or computing resource must be consistent with the rules appropriate to that network. This includes but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement of political lobbying is also prohibited.
3. Netiquette – You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal you address or passwords to others. Electronic mail is not guaranteed to be private. Do not disrupt the network or the data of other users.
4. Warranties – The Fordyce School District makes no warranties of any kind, whether neither expressed nor implied, for the service it is providing. Fordyce Schools or APSCN will not be responsible for any damages you suffer including loss of data. The Fordyce School District or APSCN will not be responsible for the quality of information obtained through an Internet connection.
5. Security – Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual’s account. Attempts to log on, as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
6. Vandalism – Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, other networks or part of the network (computer, data links, etc.). This includes the creation of or the uploading of computer viruses on to the Internet or host site.
7. Updating Your User Information – You may occasionally be required to update your registration, password and account information to continue Internet access. You must notify the district of any changes in your account information (address, school, etc.). Currently there is no fee for this service.
8. Exceptions of Terms and Conditions – All terms and conditions as stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Arkansas and the United States of America.

The following consequences will apply if the above-mentioned policies are not adhered to:

Loss of Privileges, (Up to 5 days) Detention, & Parent Notification to Recommendation for Expulsion and Notification to Authorities.

### **Saturday School Rules and Procedures**

**Saturday School begins promptly at 8:00 A.M. and is dismissed at 11:45 A.M. It will be held in the high school library.**

- 1. Students assigned to Saturday School must arrive before 8:00 A.M. Doors will be closed promptly at 8:00 A.M. and students will not be admitted after 8:00 A.M. anyone**

arriving late will automatically be turned away and will be assigned double Saturday School.

2. Students are responsible for transportation to and from Saturday School.
3. Students are to bring paper, pencil, and any materials needed for work.
4. Dress Code and all student handbook rules are in effect for Saturday School.
5. Students are not allowed to eat or drink during the session.
6. One restroom pass is permitted per student. Students will go one at a time only.
7. Students are to remain awake, alert, and at work at all times. Any student who attempts to sleep or fails to work will be asked to leave immediately and will be suspended.
8. Students are to work diligently. Anyone who demonstrates a negative attitude will be asked to leave and will be suspended.
9. A student may bring additional work, such as homework, to Saturday School. However, they must first finish the required work. After the required work is finished, students may work on additional work at the discretion of the Saturday School instructor.
10. One break will be provided during the session.
11. Once the student is assigned a seat, they will be required to copy these rules at the beginning of each session.
12. Students must raise their hand and wait for the instructor to give permission to speak.
13. Saturday School sessions may be video taped.
14. No telephone calls will be permitted unless an emergency arises.
15. Students will be required to stay the entire time. If a student must leave for any reason (work, sick, emergency, etc.), the day will not count and will have to be made up.
16. Student must obey the instructor at all times. Students who fail to follow rules and procedures will immediately be removed and automatically suspended.
17. If the student is absent from Saturday School without prior approval, the student will be suspended.
18. Students who are suspended as a result of an infraction from Saturday School will also be required to make up the Saturday School session.

## **STUDENT SUSPENSION ACT 742 OF 1997**

### **Out –of-School Suspension (OSS)**

Authority to suspend a student out-of-school (OSS) is delegated to the school principal or designee. Fordyce School District considers suspension of a student from school to be a serious action and it should be used only when other methods of discipline have failed to correct a student's improper behavior.

- A. OSS will be assigned for up to 10 days.
- B. The principal may temporarily dismiss a student for disciplinary reasons from class.
- C. The principal will determine whether to reinstate the student in class, reassign him/her, or take further disciplinary action.
- D. The custodial parent or guardian will be notified by letter of the reason(s) for suspension.
- E. A principal/parent conference will be required before a student can be readmitted, unless the principal has been contacted and given satisfactory reasons why the parent or guardian cannot appear.

- F. Students who are suspended will not be permitted on any school campus; to attend or participate in assemblies, athletic contests, or any school sponsored activity.
- G. If a person receives Out of School Suspension (OSS) then they will be allowed to make up their work, but only receive up to 50% credit. It is the student's responsibility to get their work and have it returned on the day they return back from their suspension. It is the student's responsibility to get their own work while they are suspended. If the student does not turn their work in on the day they return they will receive a zero (unless other arrangements have been made).

### **In-School Suspension (ISS)**

**ISS** is a punitive program designed as an alternative to an out-of-school suspension. A student in attendance in the ISS program is counted present at school and is given the opportunity to complete his/her classroom work.

A student may be assigned to ISS for any reason that the student handbook policy would permit an out-of-school suspension with some exceptions. In-school suspensions will be assigned by the principal or his/her designee and will generally be for 3, 5, and 10 days stints depending upon the frequency and severity of the offense.

When a student is assigned to ISS, he/she will be constantly supervised. Each student will be isolated from other students and will not be allowed to leave their assigned area except for restroom breaks. The school cafeteria will provide lunches; however, students will be responsible for the cost of the meal. Students assigned to ISS may choose to bring their own meal.

A student must successfully complete each day assigned to ISS. Students assigned to ISS will be on a demerit system. The ISS teacher will determine the classroom rules. While assigned to ISS, students will have access to counseling services and may be exposed to character education via counseling, written assignments, and/or video instruction.

The following is a list of other rules and regulations that must be adhered to by students assigned to ISS. This list is not intended to be all-inclusive: The school reserves the right to develop classroom rules and other guidelines as the needs arise.

- A. Students assigned to ISS may ride their assigned bus to school but will not be allowed on the regular campus. ISS students must bring pencil, paper, and all their books on the first day of their assignment.
- B. Students will retrieve books needed for ISS as soon as they are placed in ISS (NOT before school the next morning).
- C. ISS students must report to the ISS classroom at the beginning of the regularly scheduled day and will be dismissed at the end of the regularly scheduled day.
- D. Students assigned to ISS will not be allowed to keep in their possession items that could be distracting i.e., jewelry, keys, watches, radios, CD's, etc. These items must be checked in with the ISS teacher.

- E. ISS students must complete all work assigned by their classroom teachers and ISS teacher before they can be considered to have successfully completed their assigned term in ISS.
- F. Students assigned to ISS may not be on school grounds or may not attend or participate in any school sponsored activity event.
- G. Students in the ISS classroom will not be allowed to visit with other students in any way and will not be allowed to speak without first getting permission from the ISS teacher.
- H. A student who receives three demerits in one day will be sent home and that day will not count as one of his/her assigned days in ISS. If a student is sent home a second time for demerits, he/she will receive OSS (up to 10 days). After the OSS is over, he/she will return to ISS to complete his/her remaining days there.
- I. Any acts of insubordination or violence in ISS will result in an immediate out-of-school suspension.
- J. All students must comply with student handbook policies i.e., dress code, tardiness, and with the guidelines established by the ISS teachers.
- K. If ISS reaches its capacity, students will be assigned OSS .

## **ALTERNATIVE LEARNING CENTER**

**Mission Statement** The mission of the Alternative Learning Center is to provide effective education to students identified as needing a flexible, no-traditional learning environment with alternative ways to acquire either a high school diploma or a general education diploma by means or personalized, multi-faceted, computer-based instruction, as well as career-technical preparation, in a nurturing, stimulating, student-centered environment or empower them with academic skills, quality life skill, and technical competency to become productive, responsible adults.

**Philosophy** The Alternative Learning Center is a unique approach to providing effective education for those students who have been identified as needing a flexible, non-traditional learning environment. The program offers the student an opportunity to complete the requirements leading to a high school diploma or a general education diploma. Alternative education is based on the belief that there are many ways to become educated and there are many environments and structures in which this may occur.

### **Criteria For Admission To ALE Program:**

- A. Appropriate teacher recommendation.
- B. Student is not age appropriate for grade level.
- C. Student exhibits an inability to function successfully in a traditional classroom setting either socially or scholastically.
- D. Poor school attendance.
- E. Failure or at risk of failing two or more courses.

- F. Record of retention for two or more school years.
- G. Excessive disciplinary referrals.
- H. All applicants must complete a screening process that includes a student and parent (guardian) interview. There will also be an Exit review at the end of the year to decide if the student is ready to be released back in the classroom or be kept in ALE.
- I. Final approval rests with a review committee that consists of the principal, the counselor, and the ALE teacher.

## **General Information**

### **Regulatory**

Any student wishing to enter the Alternative Learning Center agrees to abide by the following terms and conditions:

- A. All rules and regulations as stated in the Fordyce School District's Student handbook.
- B. To adhere to the attendance policy as stipulated by the Fordyce School District Board .
- C. Directors and the Alternative Learning Center.
- D. To commit oneself to obtaining a high school or (GED) diploma.

### **Guidance Services**

A full range of guidance services is available in the counselor's office. These services include career and life planning, information on post secondary education, guidance, problem solving and other issues of concern. There are current copies of catalogs from post secondary institutions including colleges, universities, vocational, technical and trade schools. Scholarship and financial aid assistance is available to all students.

### **Conduct and Discipline Standards**

Students will be expected to conduct themselves as responsible and mature individuals. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and for the personal property of others in accordance with the Fordyce School District student handbook.

Any conduct unbecoming to the accepted standards, as indicated in the Student Handbook, will subject the student to suspension or dismissal.

### **Grading for Courses**

Recognizing that students work at different rates and that the primary objective of our classes in the Alternative Learning Academy is mastery of subject matter, we are going to waive all time requirements. In other words, a student who masters the material and meets the standards established by the staff in

a particular academic discipline will receive credit for the course without regard to the time spent working on that particular subject.

Upon completion of the established, the student will receive numerical/letter grade equal to his/her level of master. Students enrolled in a course required for graduation that take more than two semesters to complete the established requirements will receive an "I" (incomplete) on their report card until all established requirements have been completed. Students enrolled for elective credit will be graded per handbook policy. In either case, courses that have been successfully completed by a student will be recorded on the student's transcript and the grade averaged into their overall GPA as any other academic courses offered by this school.

## **STUDENT EXPULSION**

### **ACT 742 OF 1997**

The Board of Education is authorized to expel a student for the remainder of the school year for conduct it deems to be of such gravity as to make a relatively short temporary suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptable, disruptive to the educational process, or would be attended with unreasonable danger to the other students and/or faculty members.

The superintendent, or his designee shall give written notice to the parents or guardian (mailed to the address reflected by school district records) that he/she has recommended to the Board of Education that the student be expelled for the balance of the semester, or the balance of the school year, and notice shall contain a statement of reason(s) for this recommendation. The notice shall reflect the date, hour, and place where the Board of Education will consider and dispose of the recommendation, and such hearing shall be conducted not earlier than three (3) calendar days, but no more than seven (7) calendar days, following the date of the notice, except when representatives of the Board and student(s) may agree in writing to a date not conforming to the preceding limitation.

The President of the Board, or in his absence another member selected by the Board, shall presided at the hearing which will be a public hearing. The student shall be entitled to representation by a lawyer, or lay counsel.

The Superintendent, or his designee, may present any evidence, including statements of those persons having personal knowledge of the event or circumstances giving rise to the expulsion recommendation at the hearing.

The Student, or his representative, may then present statements of any persons with any knowledge of events or circumstances relevant to the issue.

Normally, cross-examination will not be permitted. However, if during the course of the hearing the Board determines that credibility of any of the witnesses is an issue, then the Board will permit cross-examination by student and the Superintendent (or their representative) of those witnesses as to whom credibility has become an issue.

Arkansas Statute 80-1516 provides that the directors of a school district may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm other students.

Written questions may be submitted by the Superintendent, or the student, to any witness presented, and the witness will answer those that the Board deems material and relevant. Members of the Board may question any witness. It is noted that Arkansas Law makes no provision for the taking of testimony under oath, and no sanctions for perjury, at proceedings such as these.

**ADMINISTRATIVE POLICY ON STUDENT HEARINGS HELD IN EXECUTIVE SESSION:** When a student expulsion hearing is held in executive session, the administration shall adhere to the following procedures:

- A. The administration shall present their reasons for recommending expulsion.
- B. Following the administration's presentation, the Superintendent will make a recommendation to the Board.
- C. At the conclusion of the recommendation the administration and all parties, except the Board will leave the room while the Board considers the evidence and reaches a decision.

**Student Publications:**

An official school publication means materials produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body, either free, or for a fee.

The Board recognizes the value of official publications in the teaching of Journalism, English, writing and other skills. It is the intent of the Board to support and encourage such publications. This policy affirms the importance of official school publications, as a form of students' free expression, including topics about which there may be dissent and controversy. Such free expression is guaranteed, subject only to the prohibitions set forth in the education code.

The Superintendent shall develop, for presentation to the Board, a written official school publication code that will include:

- A. A statement of purpose of official school publications
- B. Responsibilities of official school publications, advisor, and student editors
- C. A listing of materials
- D. Manner, time, and place of conducting activities
- E. Procedures for resolving difficulties

**Search, Seizure, and Interrogations**

The Fordyce School 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 Fordyce School 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 a student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not 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 a witness, however, searches may be done at any time with or without notice of 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 Development of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

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

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

## **SCHOOL ATTENDANCE POLICY ACT 1230 OF 1997**

The objectives of the Fordyce High School are designed to meet the needs of the student. These needs are translated into educational experiences that are planned, sequential events in the school life of a student. Direct involvement of the student through interaction with other participants is considered extremely important to achieving a quality education.

It is for this reason that the school does establish a minimum standard of attendance for each student of the district. Adherence to this standard of attendance will enable the student to discharge his/her minimum responsibility as a learner, and will allow the school to meet its obligation to the student, community, and society.

Their primary responsibility for regular attendance and compliance with subsequently stated policy regulations rests first with the student's parents/guardians, then with the student.

- A. **REGULATIONS:** A student is expected to attend school at all times when school is in session. All absences will be recorded in the Register of Daily Attendance as required by law. An excused absence is defined as one in which the student was absent with the parent's permission and knowledge for one of the following circumstances:
1. Personal illness of the student
  2. Official school sponsored activities
  3. Court appearances
  4. Medical appointments
  5. Serious illness in the immediate family (parents, guardians, children, siblings, and grandparents)
  6. Death in the immediate family (parents, guardians, children, siblings, and grandparents)
  7. Extenuation circumstances in the immediate family (parents, guardians, children, siblings, and grandparents)
  8. **Observance of recognized holidays observed by their faith**
- B. STUDENT ABSENCES WHICH ARE NOT DESCRIBED ABOVE IN (1-7) WILL BE DEFINED AS UNEXCUSED
- C. If a student is absent, he/she must present to the office on the first day he/she returns to school a written excuse from a parent or guardian stating the reason for the absence and the date of the absence(s). Then he/she will be issued an ADMIT SLIP that is presented to each instructor for his/her signature. Students are to get the admit slips between 7:30 and 8:00 a.m. from the principal's office. Unexcused tardies will be issued to those who wait until after the first bell rings.
- D. Students are not permitted more that 6 excused absences (with a written excuse). No makeup work will be allowed for unexcused absences. The district may require doctor's verification of an extended illness.
- E. When a student has three (3) unexcused absences, his/her parents, guardians, or persons *in loco parentis* shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later that the following school day.
- F. The Fordyce School District has determined that a total of six (6) unexcused absences from any one class per semester shall not receive credit for the course.
- G. Whenever a student exceeds six (6) unexcused absences in a semester, the Fordyce School District shall notify the prosecuting authority and the parent, guardian, or persons *in loco parentis* shall be subject to a civil penalty as prescribed by law.
- H. Students are to check in and out through the principal's office when arriving at school late, or leaving early during the school day. Only the principal has the authority to release a student from school.
- I. Students must be present  $\frac{1}{2}$  of the school day in order to participate in any school activity. One-half a day will be defined as 4 periods. This will be monitored in the office by using the sign out/in sheets. This includes band, athletics, cheerleaders, etc. The only exception will be if the principal grants PRIOR permission.
- J. Missed tests will be made up at the teacher's convenience. A fair amount of time for review will be granted dependent upon the length of the absence.
- K. Absence due to truancy and leaving campus without permission are treated as unexcused, and make-up work will not be allowed.

- L. Since Fordyce High School, for certain disciplinary violations offers alternative punishment known as “Detention Hall” and Corporal Punishment for certain disciplinary violations, it shall be the policy that if a student or his parents refuse to accept the alternative punishment offered by the principal, and therefore chooses suspension, then the number of days suspended will be counted toward the **six (6)** allowable days covered under the attendance policy.
- M. Absences due to OUT-OF-SCHOOL-SUSPENSION (OSS) are unexcused. Make-up work will not be allowed for unexcused absences. Students will receive 0’s (zeros) for missed work due to OSS.
- N. ***Every parent and/or guardian having custody or charge of any child age 5-17 on September 1<sup>st</sup> of that year who resides as defined by policy within the district shall enroll and send the child to a district school.***
- O. A student who enrolls after the first day of school must have a valid excuse for late registration. Otherwise, the absence acquired due to late enrollment will be unexcused.
- P. ***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. Board Policy 4.1***
- Q. A student who is exempted by age from the compulsory school attendance laws will not be permitted to enroll after the fifteenth (15<sup>th</sup>) day of the first semester or the fifteenth (15<sup>th</sup>) day of the second semester unless determined by the superintendent or his designee to be eligible for enrollment or re-enrollment due to extreme extenuating circumstances. Exceptions may be made only for students who were in good standing (not suspended or expelled) at the last school of enrollment.
- R. ***Upon enrolling, the parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child’s age: 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 by the child’s parent or guardian, United States military identification, or previous school records.***
- S. Any student who misses more than 20 minutes of a class period will be considered absent and will require an admit to class the following day.

**STUDENTS SERVING AS PAGES FOR THE GENERAL ASSEMBLY  
Act 2203 of 2005**

If a student is invited by a member of the General Assembly to serve as a page for the General Assembly during a legislative session, the student shall be considered on instructional assignment and not absent from school for the one (1) day the student is serving as a page and may be allowed additional instructional assignment days at the discretion of the school district.

**Emergency Clause.** It is found and determined by the General Assembly of the State of Arkansas that a student’s exposure to the legislative process is an important learning opportunity; that students allowed

to serve without penalty for the absence; and that this act is immediately necessary to endure that a student serving as a page during the 2005 legislative session is not penalized for his or her service. Therefore, an emergency is declared to exist and this act being immediately necessary for the preservation of the public peace, health, and safety shall become effective on: (1) The date of its approval by the Governor; (2) If the bill is neither approved nor vetoed by the Governor, the expiration of the period of time during which the Governor may veto the bill; or (3) If the bill is vetoed by the Governor and the veto is overridden, the date the last house overrides the veto.

### **Excused Tardy Policy**

A student may receive an excused tardy upon late arrival to school only if the student is signed in by a parent or guardian when entering class after the tardy bell has rung. A student may receive no more than three (3) excused tardies per semester when arriving late to school. If a student is more than 20 minutes late for class they will be considered absent.

### **Hall Passes**

All students must have a hall pass from an administrator or a teacher to be in the halls. Students must sign out and in from their assigned area. This applies to student aids, athletes, annual staff members, Hi Times staff members, Student Council members, and any student who finds it necessary to enter the hall. Any student in the hall without a pass will be given detention (or more severe punishment if his or her situation warrants).

### **Messages and Deliveries**

Messages or deliveries of a non-emergency nature will not be delivered to the student while in class.

### **Rules and Regulations not covered**

The Fordyce School District reserves the right to pursue disciplinary or legal action for any behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

### **Parental Involvement Plan**

Fordyce High School strives to promote the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources. Fordyce High School supports parental involvement in many ways.

- The Parental Involvement Action Team is designed to provide parents with activities that promote responsible parenting, assist in maintaining parent center, provide informational packets, and promote parental awareness of school activities.
- The chairperson of the Parental Involvement Professional Learning Community will serve as the building's parent facilitator.
- Two Parent/Teacher Conferences will be held during the school year to invite parents to collaborate with teachers to ensure the success of all students. The fall conferences will be held

at the conclusion of the first nine weeks. The spring conferences will be held at the mid-point of the third nine weeks.

- A “Parents Make A Difference” Night will be held to give a report of the state of the school, expectations of the student learning, how students will be assessed, what parents should expect for their child’s education, and how parents can assist and make a difference in their student’s educational experience.
- The Fordyce High School Library, in collaboration with the Parental Involvement PLC will provide parents with books, magazines, and other materials regarding responsible parenting and will allow parents to borrow these materials. These materials are to include: a volunteer resource book, the schools process for resolving parental concerns, and tips of how parents can foster their child’s success.
- A Freshmen Seminar will be held for the parents of the in-coming freshmen students to inform them of how to be involved in decisions affecting course selection, career planning, and preparation for post-secondary opportunities. This seminar will be held before school begins.
- The creation of a Parental Advisory/Community Involvement committee will be formed to receive parental and community input to collaborate towards the success of the school. The committee will be made up school members, parents, community members, and students. The advisory committee will be periodically to discuss the parental involvement opportunities in the school.

Fordyce High School understands that parental involvement in high school students differ from any other experience in schools.

### **Recommended Roles for Parents**

- Sit down with your children and talk about the outcomes you and they expect to achieve this year. Set attainable goals according to their interests and post secondary aspirations.
- Emphasize a good attitude toward school. The parent’s attitude is contagious at home. If the parent has a negative attitude towards school, more than likely the child will have the same and it will lead to a negative experience.
- As soon as possible, visit the school to meet the administrators and teachers. Take advantage of the beginning of the year open house, Parents Make a Difference Night, and Parent/Teacher conferences.
- Talk to your children about their teachers. Find out who are the favorite, supportive teacher, and the one your child turns to for advice.
- Homework, talk with the teachers about homework and their expectations. Make sure your children have the time and space to meet those expectations. We encourage you helping your students with their homework in giving them the motivation they need to complete their homework and the materials needed to be successful. However, please do not complete the homework for you child.
- Research shows that student success comes when parents, teachers, administrators, students and the community all actively work together.
- Parents should provide the school with the most up to date information pertaining to the address and phone number upon which they could be reached.
- Parents are encouraged to participate or form Parent Involvement organization to assist with parental involvement in Fordyce High School. If anyone is interested, they are to contact the school office and are encouraged to work along side the Parental Involvement PLC.

### **Recommended Roles for Students**

- Students are to be in attendance at school prepared and ready to learn. Students must make every effort to attend school.
- Students should realize that in general, to be successful in today's society one must have a high school diploma.
- Students should be prepared for the rigorous coursework involved in attaining a high school diploma. High school curriculum is designed to challenge students to prepare them for their post secondary careers.
- Students should attend school with a positive attitude ready to accept the challenges of the rigorous curriculum of high school.
- Students should set goals to challenge themselves by taking a full load of courses that will prepare them for their post secondary lives.

### **Recommended Roles for Teachers**

- Teachers are to keep the lines of communication open between parents and students
- Teachers are to provide feedback on grades, conduct, and homework to parents and students. The feedback is designed to positively seek solutions to better student achievement.
- Teachers value personal involvement as a means of assuring student achievement

### **Guidelines for Homebound Students**

The Homebound Program at Fordyce High School is intended to allow student to keep up with schoolwork. Students approved for this program may receive schoolwork to do over an extended period of time. The appropriate steps to take in order to be approved for and to participate in the Homebound Program are:

The affected student and/or parent/guardian should bring a letter from a medical doctor stating the condition of the student and the recommendation to not attend school. This letter should specify the time period that the student would be unable to attend classes. This letter should be presented to the principal for his approval.

Lessons are to be picked up on Friday at the High School Principal's office. Completed lessons are to be returned on the following Wednesday to the High School Principal's office.

When the student is ready to return to school, a letter from the medical doctor giving his/her release for the student to return to school should be presented to the High School principal's office.

## **END OF COURSE TESTING**

### **ACT 2243 of 2005**

Beginning with the 2005-2006 school year, any student required to take an end-of-course assessment that is identified as not meeting the satisfactory pass levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year the assessment results are reported in order to receive credit on his or her transcript for the course related to the end-of-course assessment.

The individualized academic improvement plan shall include remediation activities focused on those areas in which a student failed to pass an end-of-course assessment.

Until the 2009-2010 school year, students that are identified as not meeting the satisfactory pass levels for an end-of-course assessment shall not receive credit on their transcript for the course related to the end-of-course assessment until the students are identified as having participated in remediation through an individualized academic improvement plan. Prior to the 2009-2010 school year, remediation does not require that a student must pass a subsequent end-of-course assessment in order to receive credit for a course.

Beginning with the 2009-2010 school year, anyone who does not pass end of course algebra will not receive credit for that class until they pass the End of Course test.

Any student that does not meet the satisfactory pass level on the initial assessment shall participate in an individualized academic improvement plan that shall include remediation activities and multiple opportunities for a student to take and pass subsequent end-of-course assessments.

For any student required to participate in an individualized academic improvement plan, the individualized academic improvement plan shall identify the student's specific areas of deficiency on the end-of-course exam, the desired levels of performance necessary for the student to meet the satisfactory pass levels, and the instructional and support services to be provided to meet the desired levels of performance.

Schools shall also provide for the frequent monitoring of the student's progress in meeting the desired levels of performance. Remedial activities and instructions provided during high school shall not be in lieu of English, mathematics, science, history, or other core courses required for graduation.

Beginning with the 2009 – 2010 school year, no student identified as not passing an initial end-of-course assessment shall receive a credit on his or her transcripts for the course related to the end-of-course assessment until the student is identified as meeting a satisfactory pass level on a subsequent end-of-course assessment; or the student is identified as having, by the end of grade twelve (12), finished an appropriate Alternative exit course and is identified as having met a satisfactory pass levels of an initial end-of-course assessment shall not receive credit on his or her transcript for the related course until the student meets the requirements. If a student does not meet the satisfactory pass levels on an initial end-of-course assessment or does not satisfy the remedial requirements that students shall not be entitled to graduate with a high school diploma from an Arkansas high school or charter school.

The State Board of Education shall establish the transition process from the current end-of-course assessment program required beginning in the 2009 – 2010 school year. Throughout this process, the

end-of-course assessment program shall ever be maintained in such a manner as to meet the requirements of state and federal law, including the full range of students with disabilities.

### **Promotion/Retention/Course Credit for 5-12 Schools:**

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. Each school in the Fordyce School District shall include in the student handbook, the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

In addition to the Benchmark Exam requirements, students who do not meet the satisfactory passing level on the End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in the remediation program identified in their AIP before they can receive credit for the course. The lack of credit could jeopardize their grade promotion or classification due to insufficient credits to qualify for the next grade. If a student does not follow their AIP plan designed for them, then that student will not receive credit for their course they have an AIP in.

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

### **Classification Credit Requirements**

Students must earn the amount of credits (units) listed below for classification in the classes indicated:

To be classified as a sophomore: 6 total credits

To be classified as a junior: 13 credits, 2 of which must be English

To be classified as a senior: 18 total credits, 3 of which must be English

**Semester Test- All students grades 9-12 are required to take semester test NO EXCEPTIONS**

**Graduation Requirements:**

Students at Fordyce High School have three options for completing a high school education. Students may receive an Honors Diploma, a Regular Diploma, or a Basic Diploma.

**Valedictorian/Salutatorian Requirements**

In order to comply with current Arkansas Laws and provide the students of Fordyce High School a more enriched curriculum, Advanced Placement classes have been offered to FHS students beginning in the 2004-2005 school year. By Arkansas Law these classes are weighted as “ 5 point” classes and as such have created a need to address the requirements are being made to prevent any FHS student, enrolled under a previous policy from being penalized by taking more courses.

A student must have been enrolled in Fordyce High School for at least (4) semesters as a Junior and Senior to be considered for the positions of Valedictorian and Salutatorian. Valedictorian(s) will be the student(s) who’s GPA falls into the HIGHEST MATRIX LEVEL. Salutatorians will be those students whose GPA’s and AP class credits fall into the next highest matrix level. The levels are numbered I-VI, with level I being the highest level attainable at this time or in the near future. Almost each level of the matrix can be attained in more than one way. If for some reason no student fits into a matrix level directly below that of Valedictorian, the Salutatorian will come from the next highest level on the matrix until a Salutatorian is placed. **The grades of AP courses in the matrix are determined by semesters.**

Class Rank is based on overall grade point average. Valedictorian and Salutatorian may not reflect class rank. For example, students ranked 1,2, or 3, may all have A’s and be Co-Valedictorians.

**A. Valedictorians: Level I**

All A’s with **4** AP courses

1 B with **5** AP courses

2 B’s with **6** AP courses

**Salutatorians: Level II**

All A’s with **3** AP courses

1 B with **4** AP courses

2 B’s with **5** AP courses

**B. Valedictorians: Level II**

All A’s with **3** AP courses

1 B with **4** AP courses

2 B’s with **5** AP courses

**Salutatorians: Level III**

All A’s with **2** AP course

1 B with **3** AP courses

2 B’s with **4** AP courses

**C. Valedictorians: Level III**

All A's with 2 AP course

1 B with 3 AP courses

**Salutatorians: Level IV**

All A's with 1 AP courses

1 B with 2 AP course

2 B's with 3 AP courses

Valedictorians shall not have any B's.

**Salutatorians: Level VII**

All A's with NO AP courses

1 B with 1 AP course

2 B's with 2 AP courses

**If a student earns a "C" grade or below in an AP course, that class will not be counted towards number of AP courses in the matrix.**

## HONORS DIPLOMA

(Requires 24 Credits + 3.00 GPA)

(Exceeds new Common Core requirements established by Arkansas Department of Education)

4 Credits of Advanced English or AP English or Comp I & II

4 Credits of Social Studies (Civics, World History, American History, American Government)

4 Credits of Math

Algebra I (8<sup>th</sup> grade Algebra I will count)

Algebra II

Geometry

Trigonometry/Pre-Cal

4 Credits of Science (Physical Science, Biology, Chemistry; AP Biology or Physics)

½ Credit of P.E.

½ Credit of Health

½ Credit of Fine Arts (Band, Choir, Art, Drama)

½ Credit of Speech

6 Credits of electives (3 credits may be activity credits, including athletics, Annual Staff, and driver's education)

\*Sr's Must take a math their Sr year. If they have all 4 credits then they must take a math.

Students who are eligible for an honor diploma and who have a 3.5 GPA at the end of eight semesters will be designated as **HONOR GRADUATES**.

In calculating the grade point average for rank and graduation status, all academic classes taken in grades 9-12 at Fordyce High School count as follows: A=4pts, B=3pts, C=2pts, and D=1pt. Any student with these 24 credits and a GPA below 3.00 will receive a Regular Diploma. AP, Honors, or College Courses approved by ADE, will be computed on a 5.0 grading scale.

## REGULAR DIPLOMA

(Requires 24 credits + 2.00 GPA)

(Exceeds new Smart Core requirements established by Arkansas Department of Education)

## **REGULAR DIPLOMA**

(Requires 24 credits + 2.00 GPA)

**(Exceeds new Smart Core requirements established by Arkansas Department of Education)**

4 Credits of English

3 Credits of Social Studies (Civics, World History, American History, American Government, Economics, Arkansas History.)

4 Credits of Math (8<sup>th</sup> grade Algebra will count)

3 Credits of Science

½ Credit of Health

½ Credit of Fine Arts (Drama, Band, Choir, Art,)

½ Credit of Physical Education

½ Credit of Speech

8 Credits of electives (3 Credits may be activity courses, including athletics, and drivers education)

In order for a student to receive a regular diploma he/she must maintain a grade point average of 2.00. In calculating the grade point average for rank and graduation purposes, all academic classes taken in grades 9-12 at Fordyce High School count as follows: A=4pts, B=3pts, C=2pts.and D=1 pt. Grade point averages are based on final grades. Any student with these 24 credits and a GPA of greater than 1.00 or less than 2.00 will receive a basic diploma.

## BASIC DIPLOMA

(Requires 21 credits + 1.00 GPA. **Class of 2008 will require 22 credits**)

**(Meets new Core requirements established by Arkansas Department of Education)**

4 Credits of English

3 Credits of Social Studies (Civics, World History, American History)

4 Credits of Math (8<sup>th</sup> grade Algebra will count)

3 Credits of Science

½ Credit of Physical Education

½ Credit of Fine Arts (Drama, Band, Choir, Art)

½ Credit of Speech

5 Credits of Electives (activities do NOT count)

(6 Credits of Electives Class of 2008)

½ Credit of Health

The core classes “English, History, Math, and Science” must be mastered in sequence before the student will be allowed to move on in the course of studies.

In the event that the student should fail one or more of the above classes, they will be placed back in that class during the next school year.

**ALL GRADUATION REQUIREMENTS MUST BE COMPLETED BY THE DAY OF GRADUATION TO ALLOW STUDENT PARTICIPATION IN GRADUATION EXERCISES.**

### CORE CURRICULUM FOR UNCONDITIONAL ADMISSION TO COLLEGE

English	Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
Natural Science	Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics, Anatomy/Physiology, and Environmental Science. Only one unit may come from a Life Science.
Mathematics	Four units, including Algebra I and II, Geometry, Trigonometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year. Social Studies Three units including one of American History (does not include Contemporary American History), one of World History (not to

include World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government (not to include courses in practical arts).

**CORE CURRICULUM FOR CHALLENGE SCHOLARSHIP**

English	same as above
Natural Science	same as above
Mathematics	same as above
Social Studies	same as above
Foreign Languages	Two units in one foreign language

## SMART CORE GRADUATION REQUIREMENTS

Arkansas Department of Education

Twenty-two (22) credits will be required

Fordyce High School requires 24 credits on Honors Diploma and Regular Diploma. The only change is 4 credits of math are required instead of 3 for the Regular Diploma

### SMART CORE - 16 UNITS

#### ENGLISH (4 Units)

English 9

English 10

English 11

English 12

#### NATURAL SCIENCE (4 Units)

Physical Science

Biology

Chemistry

Physics

#### MATH (4 Units)

Algebra I

Integrated Algebra A & B

Geometry

Integrated Geometry A& B

Algebra II

Trigonometry/ Pre-Cal

Pre-Cal

College Algebra

#### ORAL COMMUNICATIONS

(1/2 Unit)

#### PHYSICAL EDUCATION

( 1/2 Unit)

#### HEALTH & SAFETY

( 1/2 Unit)

**All students under smart core must take a mathematics course in grade 11 or 12 and complete Algebra II.**

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

### **FINE ARTS (1/2 Unit)**

#### **SOCIAL STUDIES (3 Units)**

Civics/Economics

World History

U. S. History

Government

***CAREER FOCUS: -Six (6) units – at least two of the Career Focus units must be of the same foreign Language.***

***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 frame works through course sequencing and career course Concentrations where appropriate.***

### **CORE - 16 UNITS**

#### **ENGLISH (4 Units)**

English 9

English 10

English 11

English 12

#### **SCIENCE (3 Units)**

\*Physical Science

\*Biology

Environmental Science

Chemistry

Physics

(\* required)

#### **MATH (4 Units)**

+Integrated Algebra A & B

+Integrated Geometry A & B

Algebra I

Geometry

**+ minimum requirement**

#### **ORAL COMMUNICATIONS**

**(1/2 Unit)**

#### **PHYSICAL EDUCATION**

**( 1/2 Unit)**

**SOCIAL STUDIES (3 Units)**

\*Civics/Government

\*World History

\*U. S. History

\* **Required****HEALTH & SAFETY****(1/2 Unit)****FINE ARTS (1/2 Unit)**

***CAREER FOCUS: -Six (6) units- All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frame works through course sequencing and career course concentrations where appropriate.***

**GRADE STATEMENT ADDENDUM TO  
2004-2005 STUDENT HANDBOOK**

Grades assigned to students reflect only educational objectives and are consistent with laws and regulations. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

**GRADING SYSTEM**

<b><u>PERCENTAGES</u></b>	<b><u>LETTER GRADE</u></b>
90-100 Excellent Work	A
80-89 Good Work	B
70-79 Average Work	C
60-69 Below Average Work	D
Below 60 Failure	F

**GRADING SCALES AND G.P.A. EQUIVALENTS**

**4.0 SYSTEM**

A = 4 points

**5.0 SYSTEM\*\***

A= 5 points

B = 3 points

B=4 points

C = 2 points

C= 3 points

D = 1 point

D= 2 points

F=0 points

F= 0 points

### **\*\* Weighted Scale for AP, IB, and ADE Approved Honors Courses**

Individual marking period grades are determined using twenty percent (20%) homework and eighty (80%) daily work and tests (a minimum of ten (10) grades must be recorded). Marking period tests, given for the 1<sup>st</sup> & 3<sup>rd</sup> marking periods, may count a maximum of twenty percent (20%) and is included in computing final grades for marking periods 3 & 4.

Final grades are calculated by counting the first marking period grade forty percent (40%) and the second marking period's grade forty percent (40%) and the final exam twenty percent (20%).

Student Reports will be sent out by teachers to inform parents about a student's academic standing during the fifth (5<sup>th</sup>) week of each marking period.

### **Repeating a Course**

Students who do not pass a course will not be able to go to the next level class until that course is passed. The student will have to attend summer school or repeat the course. A student is not eligible for credit recovery till they are a Senior.

### **Homework Policy**

Purposes of homework:

- Preparation-given to prepare students for upcoming lessons (reading assignment).
- Practice-given to reinforce lessons already taught (math problems).
- Enrichment-given to provide challenging learning opportunities for extension and enrichment of the lesson (Accelerated Reader).

Teachers will assign homework to enable students to learn the skills necessary to accomplish academic goals and be successful in the classroom.

Content area reading assigned as homework will help students extend literacy skills across the curriculum. Follow-up assignments (quizzes) based on reading assignment can count as homework grades.

The amount of homework assigned is at the teacher's discretion, but homework grades will not exceed 20% of the nine week grade.

Homework should not be used as a punitive measure or assigned as "busy work."

In order for homework to be relevant it must be completed by the student—not by parents, siblings, or other students.

Copying a homework assignment or allowing another student to copy a homework assignment will result in a grade of zero for both students.

Students enrolled in a distance learning class will follow the homework policies of both Fordyce High School and that of the distance-learning teacher.

### **Make-Up Work**

Students shall have one class day to make up work missed for each class day they are absent. It is their responsibility to hand in the make-up work on the assigned date. Special circumstances will be handled on an individual basis.

For school-related absences (athletics, field trips, etc.) make-up work is to be picked up before the student is absent and turned in on the date assigned by the teacher.

Students who are absent on the day an assignment is due or the day make-up work is due must turn in their work the day they return to school.

Make-up tests are to be scheduled at the discretion and convenience of the teacher.

In cases of absolute deadlines for projects, research papers, etc., the work is expected to be turned in on that date, even if the student is not in attendance. Students' grades maybe affected if the deadline is not met.

Work may not be made up for credit when the absence is unexcused.

Students are responsible for obtaining missed assignments on their first day back at school.

Distance learning classes will follow the make-up policies of both Fordyce High School and the distance-learning teacher.

### **Late Work**

Homework turned in up to 24 hours late will receive a grade equal to 50% of grade earned.

Homework turned in more than 24 hours late will receive a grade of zero.

### **Programs of Study**

Note: Not all career interests are listed below. The ones listed are the ones most often entered by students at FHS. If your career interest is not listed see the counselor for the recommended courses to help you prepare for your career interest.

**Business (any area):** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: CBA, Finance Class, Accounting I and II, other business electives as time allows.

**Computer Science:** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: CBA, Digital Communication I and II, Advance Digital Communication I and II EAST Lab.

**Education:** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: CBA or Word Processing, Desktop Publishing, East Lab.

**Engineering:** Follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: AP Calculus, AP Biology, CBA, Accounting I

**Finance:** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: CBA or Word Processing, Finance Class, Accounting I and II, other business electives as time allows.

**Forestry:** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: CBA, AP Calculus, EAST LAB.

**Journalism:** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: Journalism I and II, Word Processing, EAST Lab.

**Medical:** It is recommended to follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: Intro to Med Professions, Human A&P, Medical Procedures, Medical Terminology, CNA (must be 16 at the beginning of the spring semester in which the class is taken), CBA. If planning to become a doctor, need to also take AP Biology.

**Pharmacy:** Follow the Smart Core/Honors Diploma curriculum. Electives to be taken include: AP Calculus, AP Biology, CBA, Accounting I

### **Extra Help Policy (Free Tutoring)**

Free tutoring will be available from every teacher at the time set by the teacher or at other times by appointment. Teachers are available from 7:30-8:00 a.m. or sometimes after school by appointment.

Students are urged to make appointments when possible to ensure more effective use of tutoring time.

### **Grading Scale/ Calculating Semester Grades**

To calculate the semester grade the 40% weight of each nine-week grade can be obtained by listing each grade twice and the 20% of the semester test grade can be obtained by listing the grade once. The sum of the five percentage grades can be divided by five to find the final semester grade.

1<sup>st</sup> nine weeks = 68%

1<sup>st</sup> nine weeks = 68%

2<sup>nd</sup> nine weeks = 89%

2<sup>nd</sup> nine weeks = 89%

Semester Exam = 86%

Semester Grade = 400 (total) divided by 5 = 80%

**College and Concurrent HS Credit**

**A public school student who is enrolled in a public school in Arkansas and who has successfully completed the eighth grade shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the Arkansas Higher Education Coordinating Board.**

**A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be applicable to graduation requirements.**

**The State Board of Education is authorized to adopt rules and regulations as may be necessary for implementation of this requirement.**

**Course Descriptions**

**LANGUAGE ARTS**

**COURSE TITLE:       English 9       Credit: 1       Academic**

**GRADE LEVEL: 9**

**PREREQUISITE:       8<sup>TH</sup> grade English**

An introduction to literature and creative writing, this course emphasizes the following units: reading, interpreting and creating short stories, plays, poetry, science fiction and humor; studying vocabulary; presenting orally written works through the use of the writing processes which combines keeping a journal, free-writing, drafting, revising, editing and publishing original student writing.

**COURSE TITLE:       Pre-AP English 9       Credit: 1 Academic**

**GRADE LEVEL: 9**

**PREREQUISITE:       8<sup>TH</sup> Grade English + Teacher Recommendation**

This Pre-Ap course includes the course work of English 9 and other requirements such as reading novels, possibly making short story booklets and learning advanced literary terminology. During a typical term, students may read Romeo and Juliet, the epic Odyssey, and some of the following novels: Great Expectations, Pigman, Flowers for Algernon, Bless the Beast and the Children, and other literature as determined by the instructor.

**COURSE TITLE:** English 10                      **Credit: 1 Academic**

**GRADE LEVEL: 10**

**PREREQUISITE:** 9<sup>TH</sup> Grade English

This course contains the study of punctuation, usage, prepositional phrases, capitalization, vocabulary study, library resources, short story, novel, drama, poetry, the writing process, and journal writing.

**COURSE TITLE:** Pre-AP English 10      **Credit: 1 Academic**

**GRADE LEVEL: 10**

**PREREQUISITE:** Pre-AP 9<sup>TH</sup> Grade English + Teacher Recommendation

This advanced course deals with classical and contemporary literature, various types of literature (short stories, plays, poetry, novels, essays, and biographies), critical techniques of reading, and material for discussion. It includes grammar study, journal writing, and the writing process that involves pre-writing, and the further development of the writing process through free-writing, drafting, revising, editing and publishing student's writing. Reading includes the Pearl, Antigone, Julius Caesar, and King Arthur Stories.

**COURSE TITLE:** English 11                      **Credit: 1 Academic**

**GRADE LEVEL: 11**

**PREREQUISITE:** English 10

This course consists of a study of American literature and composition skills. A review of grammar skills is also included in the course.

**COURSE TITLE:** Pre-AP English 11      **Credit: 1 Academic**

**GRADE LEVEL: 11**

**PREREQUISITE:** Pre-AP English 10

This advanced course emphasizes writing, sentence structure, usage problems, essay writing, test taking skills, and continued development of the writing process. Students learn to find and cite sources

through parenthetical citations and biographical citations in the required research paper. Composition studies include the development of the essay and answering constructed and literary response questions. Literary works by American authors are read and analyzed.

**COURSE TITLE: English 12 Credit: 1 Academic**

**GRADE LEVEL: 12**

**PREREQUISITE: English 11**

English 12 offers units designed for the college preparatory student and the students who will not attend college. The course will stress writing skill in these areas: sentence-writing using varied patterns, paragraph development, descriptive writing, persuasive writing, and expository writing. Grammar and language usage will be studied and applied to writing assignments. All students must read at least 2 novels.

**COURSE TITLE: Pre-AP English 12 Credit: 1 Academic**

**GRADE LEVEL: 12**

**PREREQUISITE: English 11 + B Average or Pre-AP English 11 + Teacher Recommendation**

This class is designed for advanced students and those interested in a college preparatory course. This course covers the beginning of literature from the oral tradition of the Anglo-Saxon period to Shakespeare's plays to modern drama. Materials covered in the text include poems, short stories, plays, ballads, and sonnets. Assignments will include discussion of themes of literature, vocabulary, and writing from paragraph to essay, outside book readings presented in written form. This course will also cover basic parts of speech, sentence variety, and punctuation. Students will be required to keep a notebook with all their work. All students will read at least 3 or more classics.

**COURSE TITLE: Composition I & II Credit: 1 Academic**

**GRADE LEVEL: 12**

**PREREQUISITE: Students must score a 19 on ACT.**

This senior level college course is offered through Henderson State University. In Comp I, students will write about their views, write informal essays and creative writing by responding to literature and experience sharing their views with others. Comp II students will write informal essays, learn how to develop, convey and document analysis and research, and learn to support their views through research and documentation.

**COURSE TITLE: AP English Credit: 1 Academic**

**GRADE LEVEL: 12**

**Advanced**

**PREREQUISITE: Advanced English, Pre-AP English and teacher recommendation**

This is a college-level class designed for advanced students and those interested in a college preparatory course. Students will read a variety of texts: poetry, short stories, plays, ballads, sonnets, and three or more classic works. Emphasis will be placed on analyzing world literature. The focus will be preparing for the AP exam. Students must complete both semesters of this course and take the AP exam to receive weighted credit for grade point calculation.

**COURSE TITLE: Speech Communication Credit: 1/2 Academic**

**GRADE LEVEL: 10,11,12**

**PREREQUISITE: None**

Speech is designed as a beginner course used to improve student communication skills. Communication areas covered will include: the process of communication, listening, group discussion, basic writing skills, how to prepare and deliver a speech, how to organize and deliver an informative and persuasive speech, presenting selections for oral interpretation, drama, radio and television, and debate. Oral work will figure heavily in grading as well as well written tests on the individual text chapters.

### **FOREIGN LANGUAGE**

**COURSE TITLE: Spanish I Credit: 1 Academic**

**GRADE LEVEL: 9 - 12 Advanced**

**PREREQUISITE: C average in English**

This is an introductory course with emphasis on pronunciation, reading, and writing skills. Spanish I is an introduction to the Spanish world, its language, and its people. The students will recognize the interrelationships of languages and will develop a cultural appreciation of the Hispanic world. Students should be moderately strong in language arts before considering taking Spanish I.

**COURSE TITLE: Spanish II Credit: 1 Academic**

**GRADE LEVEL: 10 - 12 Advanced**

**PREREQUISITE: C average in Spanish I or Teacher approval**

This course continues to develop the oral skills with added emphasis on reading and writing skills. The focus is on the development of mid novice to high novice proficiency. Expansion of vocabulary and grammatical structures continues. Contrasts between English and Spanish strengthen the language learning process. Culturally-related activities of selected Hispanic countries or regions will be explored.

## PUBLICATIONS

**COURSE TITLE: Journalism I Credit: 1 Academic**

**GRADE LEVEL: 11**

**PREREQUISITE: Teacher recommendation**

A beginning course in the fundamentals of newspaper journalism. Topics such as news writing, page design, and the history of journalism are covered. Students will contribute articles for the school newspaper and will learn to design the high school paper.

**COURSE TITLE: Journalism II Credit: 1 Academic**

**GRADE LEVEL: 12**

**PREREQUISITE: Journalism I & Teacher recommendation**

Second journalism students are responsible for the production of the school paper.

**COURSE TITLE: Annual Staff Credit: 1 Activity**

**GRADE LEVEL: 11 - 12**

**PREREQUISITE: Teacher recommendation**

Students implement basic journalistic goals of informing and entertaining an audience through the production of the high school yearbook. Students continue to develop their interviewing, writing, design, photography skills, and are encouraged to develop their interpersonal people skills while working as a publication team. Students will use technology to prepare and manage the yearbook. This class requires work outside of class to complete assignments.

## MATHEMATICS

**COURSE TITLE: Algebra I Credit: 1 Academic**

**GRADE LEVEL: 9 - 12 Advanced**

**PREREQUISITE: None**

A beginning algebra course with emphasis on fractions, percentage, solving for an unknown value, factoring and graphing. Preparing students for scoring Proficient on End-of-Course Algebra benchmark examination is main objective for this class.

**COURSE TITLE: Integrated Algebra A & B Credit: 2 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITE: None; Must complete A to advance to B.**

A two-year algebra course with emphasis on fractions, percentage, solving for an unknown value, factoring and graphing. This course prepares students for End-of-Course Algebra benchmark exam. Students must complete A & B in order to receive completed Algebra credit toward graduation.

**COURSE TITLE: Geometry Credit: 1 Academic**

**GRADE LEVEL: 9 - 12 Advanced**

**PREREQUISITE: Algebra II**

A beginning course in plane geometry. This includes figures associated with plane geometry with special emphasis on the right triangle and practical application. Students will be prepared for End-of-Course Geometry benchmark exam.

**COURSE TITLE: Investigative Geometry A & B Credit: 2 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITE: Alg I or equivalent; Must complete A to advance to B.**

This is a two-year beginning course in plane geometry. This includes figures associated with plane geometry with special emphasis on the right triangle and practical application. Students will be prepared for End-of-Course Geometry benchmark exam.

**COURSE TITLE: Algebra II Credit: 1 Academic**

**GRADE LEVEL; 10 - 12 Advanced**

**PREREQUISITE: Algebra I**

Algebra II will review the concepts learned in Algebra I and will cover additional topics as a more in-depth look at concepts already learned. This course prepares its students for the ACT.

**COURSE TITLE: Trigonometry/Pre-Cal Credit: 1 Academic**

**GRADE LEVEL: 11 - 12 Advanced**

**PREREQUISITE: Algebra II**

Trigonometry will introduce applications working with the graphing calculator and builds a solid foundation of trigonometric skills and concepts. This math course will prepare the college bound student for college algebra and later for basic understanding and skill essential for a study of calculus.

**COURSE TITLE: Algebra III Credit: 1 Academic**

**GRADE LEVEL: 12 Advanced**

**PREREQUISITE: Trigonometry/Pre-Cal**

A mathematics course to prepare the college bound student for college algebra and later for basic understanding and skill essential for a study of calculus. The course will apply the technology of the graphing calculator.

**COURSE TITLE: AP Calculus AB**

**GRADE LEVEL: 12<sup>th</sup> grade**

**PREREQUISITES: Algebra II, Trigonometry/Pre. Cal.**

AP Calculus AB is the beginning course in different and integral calculus. It is the equivalent of a college I course and will be taught as such. The course is intended for students who plan to take the advanced placement examination and who plan to take appropriate additional math courses in college. A strong background in Algebra, Geometry, and Trigonometry/Pre Cal. Is needed to successfully complete this course. Students must take the Advanced Placement College Board Exam at the conclusion of this course. Failure to take the exam will result in the loss of credit for an advanced placement course.

## SCIENCE

**COURSE TITLE: Physical Science Credit: 1 Academic**

**GRADE LEVEL: 9**

**PREREQUISITE: None**

Physical science begins the study of higher-level physics and chemistry and continues educating the student in the nature of science. Students should be expected to use suitable mathematics and collect and analyze data. Instruction and assessment will include both appropriate technology and the safe use of laboratory equipment. Students will be engaged in hands-on laboratory experiences at least 20% of the instructional time.

**COURSE TITLE: Biology Credit: 1 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: None**

Biology investigates the chemistry and role of cells in life processes, genetics, evolution and the diversity of life. Students will learn about the world through the study of behavioral relationships, ecology, and the global impact of ecological issues. Biology will continue to educate the student in the nature of science. Students will be expected to spend time viewing and classifying life forms. Field studies will be an integral part of the course as well as the process of collecting and analyzing data. Instruction and assessment will include both appropriate technology and the safe use of laboratory equipment. Students will be engaged in hands-on laboratory experiences at least 20% of the instructional time

**COURSE TITLE: Pre-AP Biology Credit: 1 Academic**

**GRADE LEVEL: 10 - 12 Advanced**

**PREREQUISITE: Physical Science + C average in science & math courses or teacher approval.**

This course is a two-semester introduction to general biology. The curriculum is based upon the Arkansas Frameworks for life science. Emphasis in this course is on mastering the concepts. Topics covered include cell structure and function, genetics, change and diversity of organisms, the kingdom system of classification and taxonomy, human biology, and ecology. Laboratory experiences are a functional part of this course. An end of course exam is given to all students enrolled in the spring semester

**COURSE TITLE: AP Biology Credit: 1 Academic**

**GRADE LEVEL; 11 - 12**

**PREREQUISITES: Chemistry + C average (preferable B avg.)**

This course is a two-semester course equivalent to a college introductory biology course for biology Majors. The curriculum is based upon the College Board's recommendations for AP Biology. The two Central goals of the AP Program in Biology are to help students develop a conceptual framework for Modern biology and gain an appreciation of science as a process. There are eight themes listed that are Stressed throughout the year. Topics covered include Science as a process; evolution; energy transfer; continuity and change; relationship of structure to function; regulation; interdependence in nature; and Science, technology, and society. Laboratory experiences are a functional part of this course. Students Will take an AP Biology examination administered by the College Board in the spring semester

**COURSE TITLE: Chemistry Credit: 1 Academic**

**GRADE LEVEL: 11 - 12 Advanced**

**PREREQUISITE: Biology + C average in science & math courses. Student must also have completed Algebra I and at least be taking Algebra II or have teacher approval.**

This course is a two-semester introduction to general chemistry. The curriculum is based upon the Arkansas Frameworks for chemistry. Emphasis in this course is on mastering the concepts. Topics covered include atomic theory, periodicity, bonding, stoichiometry, gas laws, acids and bases, kinetics

and energetics, equilibrium, oxidation-reduction reactions, organic chemistry, nuclear chemistry, and the nature of science. Laboratory experiences are a functional part of this course.

**COURSE TITLE:**       **Physics**                               **Credit: 1 Academic**

**GRADE LEVEL: 12**                               **Advanced**

**PREREQUISITE:**       **Chemistry, Algebra + C average in science courses.**

A comprehensive study of the interrelationships between matter and energy. Using mathematics, the student will solve problems relating to motion, acceleration. Forces, and all forms of energy.

**COURSE TITLE:**       **Environmental Science**                               **Credit: 1 Academic**

**GRADE LEVEL: 11 - 12**

**PREREQUISITE:**       **Biology or Principles of Biology**

A balanced approach to the diverse study of our environment, with emphasis on the study of science and the development of thinking and decision-making skills. It also allows the student to extend their knowledge of our world and its inhabitants.

### **SOCIAL STUDIES**

**COURSE TITLE:**       **Civics/ Economics**                               **Credit: 1 Academic**

**GRADE LEVEL: 9**

**PREREQUISITE:**       **None**

Civics is a course that provides a study of the structure and function of the United States Government, the government of Arkansas, and political institutions. Civics also examines constitutional principles, the

concepts of rights and responsibilities, the role of political parties and interest groups, and the importance of civic participation in the democratic process. This course stresses application, problem solving, higher-order thinking skills, and the use of classroom performance-based/open ended assessments with rubrics.

**COURSE TITLE: Pre-AP World History Credit: 1 Academic**

**GRADE LEVEL: 10**

**PREREQUISITE: Teacher Approval**

World History is the study of the World's History from the Stone Age up to the Modern Era. This course includes a number of topics: Pre-History, Ancient Civilizations, Ancient Empires, Regional Civilizations, World Wars and Revolutions, Enlightenment and Revolution, Early Modern Times, and the Modern Era. World History is generally taken during a student's 10<sup>th</sup> grade year. Pre-AP curriculum is a rigorous curriculum designed to challenge students to engage in higher order thinking this course is in compliance with Arkansas State Frameworks

**COURSE TITLE: World History Credit: 1 Academic**

**GRADE LEVEL: 10**

**PREREQUISITE: None**

World History is the study of the World's History from the Stone Age up to the Modern Era. This course includes a number of topics: Pre-History, Ancient Civilizations, Ancient Empires, Regional Civilizations, World Wars and Revolutions, Enlightenment and Revolution, Early Modern Times, and the Modern Era. World History is generally taken during a student's 10<sup>th</sup> grade year. This course is in compliance with Arkansas State Frameworks

**COURSE TITLE: U. S. History Credit: 1 Academic**

**GRADE LEVEL; 11 - 12**

**PREREQUISITE: None**

American History (United States History) examines time periods from the first European explorations of the Americas to present day. Political, military, scientific, economic, and social developments are covered in the historical overview. This course stresses application, problem-solving, higher-order thinking skills, and use of classroom performance-based/open-ended assessments with rubrics.

**COURSE TITLE: AP U. S. History**

**GRADE LEVEL: 11 - 12**

**PREREQUISITE: Teacher recommendation/ 3.0 GPA recommended**

American History (United States History) examines time periods from the first European explorations of the Americas to the 1970's. Political, military, scientific, economic, and social developments are covered in the historical overview. Students should demonstrate an ability and interest to study United States history at the college level. Students must complete both semesters and take the AP College Board Exam to receive weighted credit for grade point calculation.

**COURSE TITLE: American National Government Credit:1 Academic**

**GRADE LEVEL: 12**

**PREREQUISITE: Teacher Approval**

The course deals with the theoretical concepts relating to the foundations of our government and with the practical application of these concepts as they relate to our system of American federalism, to political participation and influence, to foreign policy, to civil liberties, to civil rights, and to our national government. This course stresses application, problem-solving, and higher-order thinking skills. A focus on current events is continual throughout the year.

### **BUSINESS EDUCATION**

**COURSE TITLE: Computer Accounting I Credit: 1 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: None**

Computer Accounting I is a course which is designed to acquaint the student with careers, fundamentals of accounting procedure, language, principles and practices of accounting.

**COURSE TITLE: Computer Accounting II Credit 1 Academic**

**GRADE LEVEL: 11 - 12**

**PREREQUISITE: Accounting I**

Computer Accounting II is a course that the basic principles and procedures learned in Accounting I are developed and expanded by the style of partnership, departmental, corporate and cost accounting systems. This advanced accounting course is designed to provide the student with entry-level skills in the accounting profession and/or to develop a foundation for post-secondary study.

**COURSE TITLE: Digital Communication I and II Credit: 1 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITE: None**

production of mail able copy from rough draft; handwritten and statistical documents; and improving production of various types of business communications.

**COURSE TITLE: Advance Digital Communication I and II Credit: 1 Academic**

**GRADE LEVEL: 11 - 12**

**PREREQUISITE:**

**COURSE TITLE: Computer Business Apps. Credit: 1 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: Keyboarding**

A semester course designed to prepare students with an introduction to business applications necessary to live and work in a technological society. Emphasis is given to hardware, concepts, and business uses of applications. The business applications covered are word processing, database, spreadsheet, graphics, integrated software, electronic mail, management-support software, and image processing.

**COURSE TITLE: Business Communication Credit: 1 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: None**

Business Communication is a course dealing with basic business communication concepts covering business letters, reports, creating and maintaining files, and technical business writing skills. The job market requires many of these skills to run an efficient business operation.

## **FINE ARTS**

**COURSE TITLE: Art I Credit: 1/2 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITE: None**

This introductory art course will focus on the basic principles and elements of art. Emphasis will be on drawing, proportion, basic color theory and design as a means of visual planning for many art projects. A wide range of topics are studied from principles of color, styles of art, and perspective. Skills taught in this class are essential for all other core courses in high school art.

**COURSE TITLE: Art II Credit: 1 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: Art I**

Using the skills acquired in Art I, students will begin to work on more involved and advanced assignments. This course focuses more on developing observation skills and expanding the student's ability to express themselves creatively. There is also an art history component that enriches students' understanding of themselves as artists.

**COURSE TITLE: Band I, II, III, and IV Credit: 1 Academic**

**GRADE LEVEL: 9, 10, 11, 12**

**PREREQUISITE: Teacher Approval**

This course is designed to develop and enlarge an appreciation of music and to formulate an understanding of music through exposure to and performance of the best available in symphonic, concert, and contemporary literature. An attempt will be made to develop competent performers so that they could move into a college or community band

**COURSE TITLE: Choir I, II, III, and IV**

**GRADE LEVEL: 9,10,11,12**

**PREREQUISITE: Teacher Approval**

This is a vocal music class offered for students in grades 9-12 covering the classical, sacred, and popular genres of vocal music. It stresses ensemble sound and some theory training. All students will be encouraged to attend All-Region Try-outs during the fall semester, and students will work on required classical and sacred selections for these try-outs.

## PHYSICAL EDUCATION DEPARTMENT

**COURSE TITLE:** Physical Education    **Credit: 1/2 Activity**

**GRADE LEVEL:** 9 - 12

**PREREQUISITE:** None

A course involving the basic skill fundamentals and rule applications in game and sport activities to be used for class participation, extra-curricular activity, leisure activity and to promote physical growth contributing toward total fitness now and throughout ones' lifetime. Students must provide shorts, socks, and tennis shoes.

**COURSE TITLE:** Health and Safety    **Credit: 1/2 Academic**

**GRADE LEVEL:** 9 - 12

**PREREQUISITE:** None

Health is designed with the primary goal of expressing to students that health education is a process by which they acquire information, skills and values for making responsible decision regarding their personal health. Topics included are general in nature with emphasis on current health issues in our society, such as sexuality, drugs, and aids.

## Career Technical Education

**COURSE TITLE:** EAST    **Credit: 1 Academic**

**(Environmental and Spatial Tech.)**

**GRADE LEVEL:** 9 - 12

**PREREQUISITE:** None

Students perform service-learning projects. They see needs in their communities and school. They work to meet those needs. EAST students apply **the latest in technology** to these problems. The skills and experiences students gain while working in this environment are countless: teamwork, leadership, self-motivation, public speaking and more

**COURSE TITLE:** Family & Consumer Science    **Credit: 1 Academic**

**GRADE LEVEL:** 9 - 12

**PREREQUISITE:** None

Family and Consumer Science is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Emphasis is given to the development of competencies related to Family, Career and Community Leaders of America; individual and family relationships; arrangement of personal living space; wardrobe planning and selection; garment care and construction; selection of toys and age-appropriate play activities for children; health

and safety procedures related to child care; nutrition and food selection; meal planning, preparation, and service; home management; money management; use of credit and banking services;

Consumer education; computer use at home, in school, and in the workplace; and career skills. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life.

**COURSE TITLE: Family Dynamics Credit: 1 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITE: None**

Family Dynamics focuses on the role of the family in helping individuals develop to their highest potential, in strengthening the community, and in addressing concerns of a global society. Emphasis is given to dynamics of family life, image dimensions of individuals and families, life relationships, responsible parenting, crisis management, resource management, civic responsibility, food and fitness, housing, career planning, and new technologies and trends affecting families. Upon completion of this course, the student should have an understanding of the impact of the family unit on an individual's ability to function successfully in an increasingly complex society

**COURSE TITLE: Child Development Credit: 1/2 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: None**

Child Development focuses on the skills needed to guide the physical, intellectual, emotional and social development of children. Emphasis is given to the development of competencies related to the study of children, pregnancy and prenatal development, birth and the newborn, types of growth and development, rights and responsibilities of parents and children, needs of children, factors influencing the behavior of children, selection of child-care services, health and safety of children, children with special needs, coping with crises, the effects of technology on child development, and careers related to the area of child development. Upon completion of this course, the student should be prepared to care for and guide the development of a child through all stages of growth – within a family, as a child-care professional, and in other experiences with children.

**COURSE TITLE: Parenting Credit: 1/2 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: None**

Experiences in the Parenting course are designed to assist students in developing an understanding of the parenting process and of parenting skills. Competencies developed in this course will be useful to anyone who lives with, associates with, or works with children. Emphasis in this course is given to the development of competencies related to the parenthood decision, costs of having and raising a child, child growth and development, effects of heredity and environment on development, rights and responsibilities of parents and children, providing nurturance, guidance techniques for promoting positive behavior, prevention of child abuse and neglect, promoting health and safety of children, caring for the sick or injured child, parenting a "special needs" child, helping children cope with crises, choosing

professionals to help with parenting problems, selection of child-care services, jobs and careers related to parenting, and effects of technology on careers related to parenting. Upon completion of this course, a student should possess skills necessary to provide quality care for children—as a parent, as one employed to care for children, or as one who interacts with children in other settings.

**COURSE TITLE: Clothing Management Credit: 1 Academic**

**GRADE LEVEL: 10 - 12**

**PREREQUISITE: None**

Experiences in the Clothing Management course are designed to assist students in developing skills necessary for management of individual and family wardrobes, for decision making as a clothing consumer, and for understanding the role of the clothing and textile industry in the economy. Emphasis is given to the development of competencies related to clothing selection, clothing needs of family members, wardrobe planning, clothing care, characteristics of natural and synthetic fibers, types of fabrics and fabric finishes, laws and regulations related to the clothing and textiles industry, use and care of basic sewing supplies and equipment, fabric selection, clothing construction techniques, jobs and careers in clothing and textiles, computer use in clothing and textiles, and effects of technology on the clothing and textiles industry. Upon completion of this course, a student should be able to provide and maintain personal/family wardrobes to meet the needs of individuals. In addition, the student should acquire skills needed for clothing and textiles occupations and develop knowledge of the impact of technology on the clothing and textiles industry.

**COURSE TITLE: Human Relationship Credit: 1/2 or 1 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES: None**

Human Relations focuses on the development of skills needed in order to build and maintain successful relationships in the home, community, and workplace. Emphasis is given to the development of competencies related to personality development, decision-making, communication, relationships outside the family, relationships within the family, and careers in the field of human relations. Upon completion of this course, the student should have a better understanding of self; know how to communicate effectively; and be able to establish and maintain effective relationships with family members, peers, and others.

**COURSE TITLE: Food & Nutrition Credit: 1/2 Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES: None**

Experiences in the Food and Nutrition course focus on the development of skills needed to select, prepare, and serve food which meets nutritional needs of individuals and families. Emphasis in this course is given to the development of competencies related to nutrition, weight control, the food consumer, the effect of technology on food and nutrition, microwave cookery, kitchen organization and equipment, safety and sanitation, menu planning, serving and eating food, food preparation, eating away from home, and jobs and career opportunities in the field of food and nutrition. Upon completion

of this course, students should be able to apply sound nutritional practices, which will have a positive effect on their health.

**COURSE TITLE:       Managing Resources Credit: 1/2   Academic**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES:       None**

Managing Resources is a non-laboratory semester course designed to assist students in developing an understanding of resources available to individuals and families and ways to manage these resources so that needs and goals are met. Emphasis is given to the development of competencies related to resource management techniques, management of individual resources, resource management for a healthy lifestyle, family life management, resource management for meeting change, resource management in the workplace, financial resource management, credit and investment resource management, consumer resource management, time management, material and human services resource management, natural resource management, and technology as a resource. Upon completion of this course, students should have the ability to focus on available resources to help them manage challenges of life now and in the future.

**COURSE TITLE:       JAG I (Jobs for America’s Graduates) Credit: 1 Academic**

**GRADE LEVEL: 11 - 12**

**PREREQUISITES:       1 Vocational Credit**

JAG utilizes the National Jobs for America’s Graduates model. It is designed to assist career and technical students to successfully graduate from high school and obtain meaningful employment. Students must be accepted to the program. Students must be enrolled in a vocational course concurrently. Offered in odd numbered years. Available only to juniors and seniors.

**COURSE TITLE:       JAG II (Jobs for America’s Graduates) Credit:1**

**Academic**

**GRADE LEVEL: 11-12**

**PREREQUISITES:       JAG I & 1 Vocational Credit**

JAG II students should achieve mastery in job attainment, job survival, personal skills and workplace competencies. Students must be accepted to the program. Students must be enrolled in a vocational course concurrently. Offered in even numbered school years. Available only to juniors or seniors.

**SAU - TECH CAREER CENTER**

**MEDICAL PROFESSIONS EDUCATION**

**COURSE TITLE:       Intro to Med. Professions    Credit: 1 Academic/Voc.**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES:       None**

Experiences in this class are designed to provide students with basic information and skills needed for a career in the health care field. Emphasis is given to the development of competencies related to the health care field, study skills, and personal qualities. An overview of medical history and events, health care systems, health care careers, medical ethics and legal responsibilities, nutrition and health, human growth and development, and job seeking skills will be covered.

**COURSE TITLE: Medical Terminology Credit: 1 Academic/Voc.**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES: None**

Medical terminology is a course that assists students in developing the language used for communication in the health care profession. Areas of study include fundamental word structures, terminology for diagnostic and imaging procedures, pharmacology and general medical terms pertaining to the human body.

**COURSE TITLE: Medical Procedures Credit: 1 Academic/Voc.**

**GRADE LEVEL; 9 - 12**

**PREREQUISITES: None**

This course helps students develop specific needed in the health care professions. Emphasis is given to the development of competencies related to the care, maintenance, and environment of the patient/client. Recording of keeping clinical skills, aseptic techniques, safety, first/CPR, pharmacology knowledge, and medical mathematics (including computations) are included. The Arkansas Nurse Assistant Training Program is taught and students receive their CNA certification if Arkansas requirements are met.

**COURSE TITLE: Human Anatomy & Physiology Credit: 1**

**Academic/Voc.**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES: None**

Human Body in Health and Disease focuses on anatomy and physiology of body systems and the diseases of those systems. Studies include the structure of the human body, processes of disease plus the skeletal, muscular, circulatory, lymphatic, nervous, sensory, respiratory digestive, urinary, endocrine, and reproductive systems.

**COURSE TITLE: Medical Info Systems/Human Behavior Credit:**

**1 Academic/Vocational**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES: None**

This course addresses the rapidly expanding role of technology in the health care field and the increasing need for high touch skills for its workers. High tech aspects of the course include computer applications in health care, uses of technology in patient diagnosis and treatment of technology for communication, current status of medical technology, and future trends. Upon completion of this course, students should appreciate the basic respect for human life and dignity of the individual and see that they are not compromised due to the increasing use of technology in the health care field.

**COURSE TITLE: Medical Science Technology I Credit: 1 Academic/Voc.**

**GRADE LEVEL: 9 - 12**

**PREREQUISITES; None**

Experiences in Medical Science Technology are designed to provide students with basic information and skills needed for a career in the health care field. In this comprehensive one-year course, emphasis is given to the development of competencies relating to the Career and Technical Education Student Organizations (CTSO), study skills, medical history, health care systems, health care careers, qualities of a successful health care worker, medical and legal responsibilities, medical terminology communication, and job seeking skills.

**COURSE TITLE: Med. Specialization Credit: 1 Academic/Voc.**

**GRADE LEVEL: 10 - 12**

**PREREQUISITES; None**

This course is offered on demand and specializes in a particular area of interest of the student. This course may be offered as a work-based learning class where credit is earned through internship.

**GRADE LEVEL: 10 -12**

## **ACTIVITY CALENDAR**

Each month an activity calendar is prepared. All club meetings and other special events taking place during that month will be scheduled on this calendar.

The calendar will not be changed, except by the principal. All organizations are asked to notify the principal as soon as possible if they desire special meetings, or other functions. Students are required to attend ALL scheduled meetings of clubs to which they belong. Continued absences by a club member will result in his/her being dropped from that particular club. All school functions, or related functions, must be scheduled through the principal's office.

## **ASSEMBLIES**

All students are required to attend assemblies. The programs consist of pep rallies, dramatic presentations, and educational & motivational programs.

Excessive talking will not be tolerated during these assemblies. Students may be required to sit in designated areas in the Little Theater or Gym.

## **USE OF CAFETERIA**

Fordyce High School has a cafeteria where a student can purchase lunch either from a regular plate lunch line, a sandwich line, or an ala Carte line.

Fordyce High School also has closed campus for lunch. Students are strictly prohibited from leaving campus once they arrive. If a student is to leave during lunch, his or her parent/guardian must come into the office to check him/her out of school and to check him/her back in when he/she returns. Failure to follow this procedure will result in an unexcused absence. The following rules must be observed while using the cafeteria:

- A. Do not leave trays, paper, milk cartons, paper cups, or silverware on the tables. Return them to the dishwashing area.
- B. No food or drink is allowed to be eaten in any hallway or classroom. All food and drink purchased in the cafeteria must be eaten in the cafeteria. Students are only allowed in the halls during lunch to go to the restroom and return outside when finished.
- C. Cleaning up after students is not the responsibility of cafeteria or custodial personnel. IT IS THE STUDENTS' RESPONSIBILITY.

### Use of Little Theater

At no time will students have food or drink of any kind in the Little Theater. This includes seating area, the stage, and the backstage area. The only exception will be as needed in a scene for a play or other production.

### SCHOOL INSURANCE

Each year a student accident policy is offered to students on a purely voluntary basis. This service is offered strictly for the student's convenience.

### LIBRARY

The high school library includes volumes of carefully selected materials, covering all phases of instruction offered by Fordyce High School. There are several sets of reference books for use. The following is a list of Library regulations:

- A. Books may be kept out seven (7) days. They may be renewed for an additional seven (7) day period.
- B. Ten cents per day will be charged for a book kept overtime. Fines must be paid before a student will be allowed to check out other books
- C. Borrowers will be responsible for damage done to books. Lost books should be reported to the librarian. A lost book will be paid for by the end of the marking period in which it was lost. If a book is found by the end of the year, one-half ( $\frac{1}{2}$ ) of the fees will be returned.
- D. Reference books may be checked out at the end of the seventh period by special permission from the librarian. These reference books must be returned the following day before school. If not returned, a fine of one dollar will be charged per day until the reference book is returned.

### LOCKERS

At the beginning of each school year, lockers will be assigned at random by the principal's office. The locker will have a school lock that will be rented for a fee of \$5.00. The student is responsible for taking care of his/her locker, and the school lock. Any damage done to the locker or the school's lock will result in a fine (5.00 for loss of lock). See SEARCHES of lockers by teachers or principal. **SHARING LOCKERS WILL NOT BE ALLOWED.**

### LOST & FOUND

Innumerable objects are brought to the office during the school term. If a student has lost an item, he should come by the office at noon, or after school to check for the lost item. All items turned in to the principal's office will be assigned a designated area and students may identify and claim their particular item(s). All materials left in the lost & found area will be disposed of after the end of the current school year.

## TELEPHONES

The office telephone is not to be used by students except in case of an emergency and may be used **BETWEEN CLASSES, DURING LUNCH & AFTER SCHOOL** only.

## SIGNING OUT

A parent or guardian who is physically present may sign out students. Pre-arranged sign-outs are permissible if cleared by the principal at least one day in advance that will require a note from the parent or guardian outlining the reason why the student will need to leave. The principal or his designee can only approve emergency sign-outs.

## LUNCH CHECK OUT POLICY

Parents who wish to check out their children during lunchtime are entitled to that opportunity. However, the parent or guardian must physically sign their student out before they leave at lunch; the parent or guardian must physically sign their student in upon their return to campus. The parent/guardian must personally come to the principal's office on two separate occasions in order to sign their student out and in. **(Failure to sign the student back into school will result in this student NOT being allowed to return to class for the remainder of that school day and will be considered an unexcused absence.)**

## STUDENT RECORDS

Student records are kept on file in the office. A parent has the right to obtain a copy of the student's records, and may do so by written request. There is a charge of \$1.00 per page by the school to copy records of students not currently enrolled in grades 9-12.

Before school records will be released to the third party who requests a copy of school records, a parent must give their written consent for release.

The following records are maintained by the Fordyce School District: Health, academic, attendance, testing, work-study, and vocational.

The principal of each school has been designated as custodian of student records for the Fordyce School District. When a student becomes 18 he/she may obtain a copy of his/her records without the permission of the parent/guardian.

## STUDENT TRANSFERS

The Fordyce School District will strive to provide a quality education for every student. To ensure that conditions for quality education will remain constant the following procedures will be used for students transferring from another public or private school:

- A. Students transferring into Fordyce High School from another Arkansas Department of Education accredited public or private school will be enrolled in the same grade level in which the student had transferred.
- B. Grade level enrollment for students transferring into the Fordyce School District from public or private schools that are not accredited by the Accredited by the Arkansas Department of Education, or home-schooled students returning to public school, the building principal, counselor, and teachers will determine the needed test that will be given to assess the achievement level of the transferred student.
- C. High School students transferring from a Home School who can present documentation of participation in a course of study accredited by a recognized regional or national accrediting agency with standards similar to the Arkansas Department of Education Standards for Accreditation of Public Schools or North Central Association (NCA) accreditation standards may have those course credits accepted to meet grade classification and graduation requirements. Transferring students classified as seniors, who wish to receive a diploma from Fordyce High School, must attend school for one semester immediately prior to graduation to be eligible for a diploma. Example: A student wishing to graduate from Fordyce High School may enroll in January of 2011 to graduate in May of 2011.

Those students who find it necessary to transfer to another school system during the school year should be sure to make arrangements in the principal's office for their transfer, which will enable their records to be mailed immediately to the other school. All books must be returned and all fines paid before records will be released. The Fordyce School District has adopted the Arkansas Public School Choice Act of 1989. The District may reject a nonresident's application for admission if its acceptance would require the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The FSD School Board reserves the right to reject any student's transfer who has been suspended or expelled until that student's suspension or expulsion has expired. The Board also reserves the right to deny any school application that would adversely affect the receiving districts racial or special needs populations.

**BUILDING POLICY** -Students may enter the building at 7:45 a.m. when the bell rings. Students needing to enter earlier may do so by identifying themselves to the duty teacher. Extreme weather conditions may cause the commons duty teacher to allow earlier entrance. The building

should be cleared no later than students by 3:20 p.m. each day unless serving an after school detention or attending a school activity/practice.

**During Lunch the main Building will be locked and no one will be allowed to come in the building unless it's to use the Library or to meet with a teacher. There are restrooms and water fountains in the Cafeteria.**

**All students are to be out of the building during lunch and before school unless the temperature is below 40 degrees or bad weather.**

## **POLICIES FOR STUDENTS RIDING SCHOOL BUS**

### **Meeting The Bus**

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before attempting to board the bus. Respect the rights of others while waiting for the bus. Don't gather under carports, on porches, or on lawns without permission.

If you miss the bus, do not attempt to:

- A. Ride another bus
- B. Walk to or from school
- C. Find alternative transportation

### **ENTERING & LEAVING THE BUS:**

While loading and/or unloading, enter or leave the bus in an efficient, orderly manner. If you must cross the road, or highway, to enter the bus, try to always wait on the right side of the road for the bus. If you should arrive at the stop as the bus is approaching, wait until the bus has completely stopped, and the driver has signaled for you to cross in front of the bus. Cross 10 feet in front of the bus, in clear view of the driver. Students, who must cross the road after leaving the bus, in the afternoon, must go to a point on the shoulder of the road 10 feet in front of the bus. If you drop any objects (books, paper, or pencil) while leaving the bus, do NOT attempt to retrieve the object until the bus has left the area and the road is clear.

Do not enter or leave the bus by the back door except in case of an emergency or unless directed to do so by the driver.

## **Riding The Bus**

While riding the bus students are under the supervision of the driver and must obey the driver at all times. The driver has the authority to temporarily suspend the student from riding the bus. Students are expected to conduct themselves in such a manner that they will not distract the driver or disturb the other riders on the bus. Knives, firearms, sharp objects, or pets are not allowed on the bus. Students are not to deface the bus, or any school property. Do not litter. Keep the aisles clear at all times. Do not tamper with any of the safety devices, such as the door latches, fire extinguishers, etc. Students must remain seated until the driver directs unloading. Do not ask the driver to let you off any place other than your assigned stop, unless approved by the principal. Ride **ONLY** the bus on which you are assigned. Visitors are **NOT** allowed to ride buses, unless permission is first given by school officials. Smoking on the bus is prohibited by

ARKANSAS STATUTE **ACT 729 OF 1997**. It is against district policy to curse, threaten, or abuse a bus driver. Students are not allowed to play radios, tape players, or band instruments on the bus. A walkman with earphones is permissible with school official's approval

In an emergency, students should remain calm and quiet, and listen for instructions from the driver. Your driver will practice an emergency exit from the front door, the back door, and any other emergency exit to make the students knowledgeable in case of an emergency. Upon leaving the bus in an emergency situation, students are to move off the roadway to a safe distance from traffic. Students should NOT cross the road unless instructed by the bus driver.

### **Bus Policy Consequences**

- FIRST OFFENSE: Bus riding privileges will be suspended until the BUS INCIDENT REPORT is signed by the student's parent/guardian and is returned to the bus driver, with a follow-up letter being sent from the principal's office.
- SECOND OFFENSE: Riding privileges suspended for five (5) days with parent/student/principal conference before riding privileges are restored.
- THIRD OFFENSE: Riding privileges suspended for ten (10) days with parent/student/principal conference before riding privileges are restored.
- FOURTH OFFENSE: Riding privileges will be revoked for an extended time (decided by the principal's office) with the parent/guardian being notified by the administration.

### **School Traffic and Parking**

- A. Students are NOT to cruise the boulevard. The boulevard should be used only for exiting the student parking lot.
- B. The safety of ALL students is the MAJOR concern of any student given privilege to drive on Fordyce School District property.
- C. Speed will be BELOW 15 M.P.H. when driving on campus. Sudden acceleration, a fast takeoff by any vehicle (car, truck, motorcycle, etc.) can be dangerous and will NOT be tolerated.
- D. Penalty for violations may result in loss of privilege to drive a vehicle on school property.
- E. Students will NOT linger in the parking area (in, on, or around vehicles). Students will exit their vehicles and the parking area immediately upon arrival to campus.

### **Student Parking Area**

- A. Parking permits are sold in the office for three dollars. Students may not park on campus without a permit. If a vehicle is parked in the student parking area without a prominently displayed permit, the student responsible for the vehicle may receive a warning (1<sup>st</sup> offense), a citation (2<sup>nd</sup> offense), or their vehicle may be towed at owner's expense (3<sup>rd</sup> offense).
- B. Students are limited to the area west of the boulevard for parking their vehicles (student parking area). The student parking area has a surfaced parking area. All other parking areas are OFF LIMITS to students. There will be NO parking of vehicles off the surfaced area AT ANY TIME. The area north of the parking lot is not to be used for student parking. The west side of the parking area, next to the track gates, or along the trees is a prohibited area for student parking. Redbug Boulevard is not to be used for student parking.
- C. Parking spaces may be assigned at the discretion of the principal. Students will follow all rules for safe driving while on campus, including the parking area. Motorcycles and bicycles will be parked inside their designated area in the student parking lot.
- D. Skateboards used, as a means for transportation will be checked in at the office before school each morning and checked out after school each afternoon. Skateboards will not be brought to school on the bus.
- E. Any student vehicle parked in an unauthorized area is subject to be towed.

### **Activities:**

The following activities are a part of the district's student offerings at Fordyce High School. Students should participate in the activities they have an interest in (and qualify for).

Football	Future Business Leaders of America (FBLA)
Basketball	High Times
Track	Quiz Bowl Team
Tennis	Student Council
Band	French Club
Golf	Chess Club
Annual Staff	Junior Play
Beta Club	Senior Play

Cheerleading	Science Club
Fellowship of Christian Athletes (FCA)	Choir
FCCLA	Girl's Volleyball

**School Colors and Emblem**

The Fordyce High School colors are Cardinal and Black. These colors are used in all letters given by the school and the uniforms worn by athletes, band, cheerleaders, etc. The emblem for Fordyce High School is the REDBUG

**Physical Examinations**

Arkansas Law requires all students enrolled in Arkansas schools to have an immunization record from a doctor or a health department official on file and up to date. A new student may be enrolled temporarily, for thirty (30) days without this record. Proof of immunization must be presented by the thirtieth day, or the student will be dropped from the school as required by Arkansas law.

**Visitors**

Students are NOT allowed to bring visitors to school. Should a visitor come to school, he/she MUST REPORT to the office.

**Video Surveillance**

The Fordyce 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 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.

Cameras may be in use in school buildings, on school grounds and in school vehicles. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The Fordyce School District shall retain copies of video recordings until they are erased which may be by either deletion or copying over with a new recording. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or

appeal as determined by board policy or student handbook. Any release or viewing or such records shall be in accordance with current law.

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.

### **Fire and Tornado Drills**

The Fire Drill Signal is one continuous buzzer. Our objective is to clear the building in less than one (1) minute.

The Tornado Drill Signal will be five (5) long rings, at one-second intervals or if power fails, a blast of an air horn.

### **Athletic/Activity Eligibility**

Any student at Fordyce High School may participate in interscholastic activities if he/she meets the guidelines set forth by the Arkansas Activity Association and the Department of Education.

### **8AAAA Sportsmanship Philosophy**

The 8AAAA Conference supports good sportsmanship and desires that good sportsmanship be displayed by all concerned at all conference extracurricular activities. It is the desire of the conference to have all persons involved in any contest display positive behavior toward all others. Negative behavior in any form directed toward anyone present at the contest is highly discouraged and should not be exhibited. Although the hometown administration is in charge of crowd control and enforcing good sportsmanship, it is incumbent upon any supervisor at any game to assist in discouraging poor sportsmanship in any form. Consequences for a person exhibiting poor sportsmanship could result in removal from the gym or contest area. In addition, if the behavior is determined to be severe, consequences could result in removal from all extracurricular activities for a period of up to one calendar year.

## **Fordyce Athletic Training Rules for Athletes and Cheerleaders**

### **A. Tobacco Usage:**

1<sup>st</sup> Offense- Extra running (minimum one mile for the next five practices).

2<sup>nd</sup> Offense- Double the running.

3<sup>rd</sup> Offense- One-year dismissal from Team and can not join any other sport.

### **B. Alcohol Usage:**

1<sup>st</sup> Offense- Suspended from 20% of the regular season games and make-up as prescribe by the Head Coach and approved by the Athletic Director.

2<sup>nd</sup> Offense - Prohibited from participating in all athletics for the remainder of the semester and the next semester.

3<sup>rd</sup> Offense – Athlete/Cheerleader will be permanently barred from participating in any athletic program in the District.

### **C. Drugs: : Zero Tolerance**

1<sup>st</sup> Offense; Same as B above.

**D Stealing:** One-year dismissal from the team,

**E. Vandalism:** Dismissal from the team. Athlete/Cheerleader will be permanently barred from participating in any athletic program in the District.

## **SUSPENSION / TEAM RULES**

**A.** If a student is suspended from games in one sport, he/she will not be allowed to participate in another sport until the suspension is served. Off-season offenders will be subject to disciplinary action determined by the coaching staff and Athletic Director.

**B.** Rules, pertinent to a particular sport may be set by the head coach of that sport after clearing them with the Athletic Director. This will encompass In-season, Off-season and Pre-season time periods. All athletes will follow the team rules and will be responsible for upholding the beliefs of Fordyce athletics.

### **Team Responsibility**

1. Team goals and group loyalty.
2. Self-discipline and personal sacrifice for the team goals.
3. The team practices come first over any outside responsibilities.

## **OFF SEASON CONDITIONING**

All Fordyce student athletes will participate in strength and conditioning program. This program will involve strength/endurance exercises. We feel that all athletes will benefit from this activity from both a physical preparation and injury prevention standpoint. This will include skill work for their specific sport within AAA guidelines.

## **FORDYCE PUBLIC SCHOOLS ATHLETIC DEPARTMENT PHILOSOPHY**

The Athletic Department of Fordyce Public Schools is dedicated to the development of the total student athlete. Our goal is to produce young men and women to be successful citizens. Athletes will be provided the opportunity through training, excellent equipment and quality coaching to reach their maximum potential, if they are committed to the program.

We also want our student athletes to be able to say they were proud to have been a part of our school's athletic program. The role in contributing to this pride, which brings honor to school and community, is worthy of the best efforts of all concerned.

## **ATHLETIC GOAL**

The goal of the Fordyce Athletic Department is to provide our student athletes with the skills needed to become productive, responsible citizens, capable of making positive contributions to society.

## **OBJECTIVES OF THE ATHLETIC DEPARTMENT**

- 1.** Promote good sportsmanship by teaching self-control through competitive practice and competition.
- 2.** Instill discipline by encouraging student athletes to strive to do things the right way.
- 3.** Encourage the total person through physical fitness and proper nutrition.
- 4.** Teach the social skills of being able to work as a team member.
- 5.** Develop through practice the proper safety and fundamentals required for each sport.
- 6.** Promote academics.
- 7.** Develop all programs in such a manner that he/she will know that success will be found through hard work and commitment.
- 8.** Mass participation is emphasized at all levels of our program.
- 9.** Emphasize that athletic participation is a privilege that carries definite responsibilities.

## **BEHAVIOR AND CITIZENSHIP**

The conduct of an athlete is closely observed by many. It is important that an athlete's behavior be above reproach. Appearance and actions always influence people's opinion of the athletes and the sport itself. Once you have volunteered to be a member of a team, you have made the choice to uphold certain standards expected of all athletes in this community. **Be proud to be an athlete; it is a privilege not a right.** We expect you to be a leader in all things you do, from appearance to your actions in the school and community.

## **FORDYCE SCHOOL DISTRICT POLICY FOR CHEMICAL SCREENING AND TESTING OF STUDENT ATHLETES**

**1. STATEMENT OF POLICY.** The district has a keen interest in assuring that student athletes are drug free because they potentially could suffer injury during participation in interscholastic sports and because they are role models for other students. Therefore, it is the policy of Fordyce School District to discourage student athletes from using drugs in order to provide for their own health and safety and too encourage other students to remain drug free.

**2. CONSENT.** All student athletes and their parent or guardians shall sign a form provided by the district consenting to the drug testing requirements.

**3. DRUG TESTING REQUIRMENT.** All students in grades 7 through 12 who wish to participate in interscholastic athletic programs shall submit to drug testing by urinalysis before participating in interscholastic sports. Once a student athlete has been successfully tested, it will not be necessary for that athlete to be tested again unless he/she is selected for random testing.

**4. Random testing.** Once each month during the season, the names of all student athletes for that sport shall be placed in a pool. A teacher, who is not a member of the athletic coaching staff, in the presence of two school administrators will blindly draw the names of ten percent (10%) of the

student athletes for random testing. Students selected for random testing are to be notified and tested that day or as directed by the Athletic Director or Head Coach. If a student fails, without good cause, to report for drug testing on the day his or her name is selected or as directed by the Athletic Director or Head Coach, that student athlete shall be immediately and temporarily suspended from any participation in that sport until he/she has successfully completed, at the students own expense, a drug screening test.

**6. DRUG TESTING EXPENSE.** The Athletic Director and/or school Nurse will collect urine specimens. If a student is taking prescription medication, the student must identify the prescription medication to the Athletic Director/Nurse before being tested.

**7. TESTING OF SPECIMEN.** The Drug Check Kit will test for amphetamine, cocaine, marijuana, opiates, and methamphetamine. The Drug Check Kit will show results in approximately five (5) minutes. The decision of the District to test for other drugs shall not be based on the identity of the student being tested.

**8. RESULTS OF TESTING.** The Athletic Director will retain the test results in his files. Any specimen showing positive will be sent to Drug Detection Devices for further analysis by the company lab. The district administration will notify the parents or guardians of positive results and results sent to the lab. Specimens showing positive or negative will be destroyed immediately. The test results shall only be made available to the Superintendent, Principal, Athletic Director, and Head Coach. The District will only keep the test results until the student graduates or transfers to another school district at which time the results will be destroyed. Students that leave the district and return will be retested before being allowed to participate in sport activities.

**CONSENT LETTER FOR SUBSTANCE ABUSE SCREENING**

**Athletic Director**

**Fordyce Athletic Department**

**100 Redbug Blvd.**

**Fordyce, Ar 71742**

WE, the undersigned student athlete and his/her parents or guardians, do freely acknowledge our consent and agreement with the policy of Fordyce School District and Fordyce Athletic Program that requires all student athletes to submit to chemical screening prior to participation in organized athletics. We consent to and agree to abide by and comply with all of the terms and conditions of the policy as a condition of participation in organized athletics in the Fordyce School District.

We acknowledge that the initial drug screening and any random drug screening will be at the expense of Fordyce School District. However, we also acknowledge that after a student athlete has tested positive for substance abuse, any required testing for re-entry into the athletic program shall be at the student athlete's own expense.

Dated \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_(Student)

\_\_\_\_\_(Parent/Guardian)

\_\_\_\_\_(Parent/Guardian)

### **Students who attend SAU Tech**

Starting in 2010-2011 we will be offering classes through the SAU Tech Vocational program. We will provide transportation to and from SAU Tech during the day. The classes are offered to juniors and seniors only. The program will provide our students opportunities to earn certificates of proficiency in the following areas: Welding, Cosmetology, Computer Programming, T.V. and Radio, Automotive. The number of students we are allowed to offer the program to will be determined by SAU Tech. FHS will require that a student not be behind on credits and have at least a 2.0 GPA to be eligible for this program. Priority will be given to students with the highest GPA.

SAU Tech will not tolerate misbehavior in any class and have the right to suspend anyone from their program for misbehavior. If a student is told not to return, then the student will be put back into regular classes.

### **PROM**

Prom is a privilege for the juniors and seniors at FHS. If a student wants to bring a date from outside the school, then that student must register their date through the administration at FHS. The administration has the right to refuse any person to attend prom. The age limit for outside dates is 20 years old. Attire must be appropriate for the occasion. School officials can refuse admission to anyone who is not properly dressed.

All Dress must be seen by the Sr sponsor before they can go to prom. The dresses have to be approved at least 1 week before prom. The Sr. sponsor can denied any dress they feel is not up to dress code.

### **Parents Bring Students Lunches**

If a parent wants to bring their child lunch, then they must bring it to the office and either leave it or wait for their child to come during lunch to get it. Starting 2010-2011 no one will be able to get there lunch outside between the High school building and the arena they must bring there lunch to the office no exceptions.

**FUNDRAISERS:** Teachers and organizations are allowed to do fundraisers. If a group does a fundraiser the same fundraiser cannot be done by another group.

**FORDYCE HIGH SCHOOL**  
**PARENT-STUDENT**  
**STATEMENT OF RESPONSIBILITY**

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Student Name

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Grade

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Date Issued

The statement below must be signed and returned to your first period teacher within one (1) week after the student receives it. After one (1) week, if the student has not returned the form, he/she will not be permitted to attend class until he/she has returned the completed form.

We have **received** the Fordyce High School Handbook for student conduct and discipline, and although we may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at any school sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one week after receipt of that policy.

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Student Signature

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Parent/Guardian Signature

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Date Returned

**CONSENT FORM A**

**DRUG POLICY (OPTIONAL)**

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Fordyce School District and the sponsors for the activities in which I participate.

I authorize the Fordyce School District to conduct a test for drugs and/or alcohol use on a urine specimen, which I provide. I also authorize the release of information concerning the results of such a test to the Fordyce School District and my parents and/or legal guardians.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_

Date Returned in Principal's Office

**FORDYCE HIGH SCHOOL**

**CORE CHOICE FORM**

I choose the core curriculum graduation requirements for my student. (Only parents of freshmen students who choose not to be enrolled in the Smart Core Curriculum [Honors Classes] should sign and return)

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Student Name

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Parent/Guardian Signature

---

Date

**PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SIGHT-  
PHOTOGRAPH AND VIDEOTAPE RELEASE FORM**

I hereby grant permission to the Fordyce School District to display the photograph or video clip of me/my child (if student is under age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Fordyce School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has not control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

The Fordyce School District also has my permission to photograph or videotape my child for the purpose of instruction. There are times when children may be filmed when the focus is on the teacher's work or when the class is creating a class project.

The Fordyce School District has my permission to photograph or videotape my child for the purpose of publicity. Furthermore, it is understood that my child may be included in programs or news stories that are released to the local media.

The Fordyce School District has my permission to publish photographs of my child or their work in the school newspaper.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Full Signature \_\_\_\_\_

Date \_\_\_\_\_

**FORDYCE SCHOOL DISTRICT  
INTERNET POLICY FORM**

I have read the Fordyce Public School's Student/Staff Network User Policy. I take personal responsibility for interpreting and abiding by the terms and conditions set forth. I further understand that violation of and network abuse of copyright and intellectual property rights is unethical and may constitute a federal or state offense. I understand that should I commit any violation of the district's network user policy, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be pursued in the context of general board policy on due process.

\_\_\_\_\_  
Student User Name (Please Print)

\_\_\_\_\_  
Student User Signature

\_\_\_\_\_  
Date

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

## PUBLICATION OF DIRECTORY INFORMATION

(TO BE RETURNED ONLY IF YOU OBJECT TO DISCLOSURE OF INFORMATION)

I, the undersigned, being a parent of a student or a student 18 years of age or older, hereby note my objection to the disclosure or publication by the Fordyce School District of directory information, as defined in Policy No. 4.13 (Privacy of Student's Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within 10 days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows

Deny disclosure to military recruiters

Deny disclosure to Institutions of postsecondary education

Deny disclosure to Potential employers

Deny disclosure to all public and school sources

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information not being included in the school's yearbook and other school publications.

Deny disclosure to all public sources

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications.

\_\_\_\_\_  
Name of Student (printed)

\_\_\_\_\_  
Signature of Parent/Guardian (or student if 18 or older)

\_\_\_\_\_  
Date form was filed (THIS IS TO BE DONE BY OFFICE PERSONNEL)

**Act 1100 of 2003**

**EMERGENCY INFORMATION FORM**

\*THIS FORM is probably the single most important item that you as a parent/guardian must take time to complete thoroughly. When emergencies occur, precious minutes are lost when appropriate and adequate information is NOT available. Please complete this form and return along with other handbook signature forms.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Current Mailing Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Dad's Work Phone Number

\_\_\_\_\_  
Mom's Work Phone Number

\_\_\_\_\_  
Dad or Mom's Cell Phone Number

PLEASE LIST AT LEAST TWO RELATIVES' OR NEIGHBORS' TELEPHONE NUMBERS THAT WE CAN CALL IF WE CANNOT LOCATE PARENT/GUARDIAN

1. \_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

**Parental Involvement Survey**

Please check the following items you as a parent would be willing to do at FHS.

- \_\_\_\_\_ Volunteer in your child’s classroom
- \_\_\_\_\_ Serve on a Parental Involvement Advisory Committee
- \_\_\_\_\_ Assist during Parent/Teacher Conferences
- \_\_\_\_\_ Helping students with class assignments/homework
- \_\_\_\_\_ Assist on field trips
- \_\_\_\_\_ Mentor at-risk students
- \_\_\_\_\_ Provide refreshments for various activities
- \_\_\_\_\_ Work with Parent Teacher Association
- \_\_\_\_\_ I do not wish to volunteer at my child’s school

Time Available

- \_\_\_\_\_ AM
- \_\_\_\_\_ PM
- \_\_\_\_\_ All Day

**Please sign and return even if you do not check any of the items. Thanks!**

Student’s Name (printed) \_\_\_\_\_

Parent’s Name (printed) \_\_\_\_\_

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

