

Fordyce Middle School



Student/Parent Handbook

2011-2012

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Section I School Information

FORDYCE SCHOOL DISTRICT SCHOOL CALENDAR 2012-2012

| | | |
|---------------------------|---|---------------------------|
| August 16, 2010 | District Day | Tuesday |
| August 17, 2010 | First day of School | Wednesday |
| September 5, 2011 | Labor Day (No School) | Monday |
| October 14 2011 | End of First Qtr. (42 Days) | Friday |
| October 24, 2011 | PD/PT | Monday |
| November 23-25, 2011 | Thanksgiving Break | Wednesday-Friday |
| December 16, 2011 | End of 2 nd Qtr. (41 Days) | Friday |
| December 19- Jan. 1, 2012 | Christmas Break | Monday-Sunday |
| January 2, 2012 | Return to School | Monday |
| January 16, 2012 | Martin Luther King Holiday | Monday |
| February 16, 2012 | Parent Teacher Conference (12:30-6:30) | Thursday |
| February 17, 2012 | Professional Development (No students) | Friday |
| February 16- 20, 2012 | Winter Break | Thursday, Friday & Monday |
| March 9, 2012 | End of 3 rd Qtr. (46 days) | Friday |
| March 19- 23, 2012 | Spring Break | Monday- Friday |
| May 11, 2012 | Last Day for Seniors | Friday |
| May 18, 2012 | Graduation | Friday |
| May 24, 2012 | End of Fourth Quarter | Thursday (49 Days) |
| May 25- June 1, 2012 | Inclement Weather/Emergency Days | |

178 Student Days

190 Teacher Days

Inclement Weather Days/ Emergency Days- May 25-June 1, 2012 Each Building will have 7 flexible days outside of the student days to use to fit their needs concerning Professional Development. Example: Days can be used in the summer prior to the August 16, 2011 date and or after school meetings.

FMS Faculty and Staff

Principal
Barbara Bennett
Secretary: Karen Hart

Dean of Students
Caron Morris
Attendance Clerk: Rhonda Morgan

Counselor
Nicole McGhee

Custodians: Donald Sledge and
Alternative Learning Environment (ALE)

Karen Jones/Celeste Hall

Fifth Grade Teachers

Tracie Canada
Kelly Funk
Chris Beckwith

Physical Education

Anthony Socia
Mitchell Musgrove

Girls Athletics

Captain Smead

Sixth Grade Teachers

Britni Brown
Alan Riley
Sissy Wilson

Special Education

Donna Steelman

Boys Athletics

Anthony Socia
Tim Rodgers
Captain Smead

Gifted & Talented

Penny Brent

In-School Suspension (ISS)

Betty Morgan

Seventh Grade Teachers

Kim Allen
Cindy Bryant
Nikki Rice
Bryan Rice
Trudy VanNorman

Eighth Grade Teachers

Heather Bohannon
Donna Hart
New Math Teacher
Tonya Carlson
Trudy VanNorman

Beginner Band/Jr. Band/Music

Gina Johnson
Chris Stevens
Tracy Walker

Art
Edith Totty
Micah Garrett

Nurse
Lindsey Garlington

Librarian/Media Specialist

Cornelius Barnes

FORDYCE MIDDLE SCHOOL CORE BELIEFS

We at Fordyce Middle School believe:

- Education should provide skills for success in life and the future
- Education should involve students, parents, teachers, and community
- The educational environment should be conducive to learning
- Curriculum should be meaningful and challenging

FORDYCE MIDDLE SCHOOL MISSION STATEMENT

We are committed to a partnership with students, parents, and community to equip every student with the skills to be productive and successful in life.

FORDYCE MIDDLE SCHOOL VISION

Fordyce Middle School will provide a safe and orderly environment where students, parents, teachers, and community share an investment in education and exhibit respect for one another. Students will become successful and eager to learn when a meaningful and challenging curriculum is presented.

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 education 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 the students.

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

Students have the right to:

1. Pursue a quality education at public expense through study and self-application and attain personal goals through participation in the entire school program.
2. Participate in school activities without being subjected to unlawful discrimination on any basis. If access to participation in activities is based on competition, 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 or protest symbolically so long as the manner of expression does not interfere with the 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, papers, and effects against unreasonable searches and seizures and 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 their own dress, except where such dress is unsafe or so distracting as to clearly interfere with the teaching and learning process.

Students have the responsibility to:

1. Attend classes daily, be on time for 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 respect the dignity and worth of others.
3. Refrain from libelous, slanderous remarks, and obscenities.
4. Develop tolerance of viewpoints and opinions of others, recognize the right of individuals to form different points of view, and 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 that is acceptable under law and which are not hazardous to person or property; and accept the consequences for articles stored in their lockers.
7. Observe 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.

Each student at Fordyce Middle School must uphold personal responsibilities. One such duty is to cooperate with teachers so that their teaching efforts may be successful, and the student will work and achieve to the best of his or her ability. Another student obligation is to respect the rights of others in light of the Fordyce Middle School's purpose and educational needs. The student's rights are protected and his or her obligations are reflected in this handbook. Finally, each student will be held responsible for his or her own actions. Each of us are called to be responsible for our behavior and to accept the consequences for our actions.

Section II Entrance/ Attendance Requirements

ATTENDANCE

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 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 than the following school day.

Whenever a student exceeds 6 unexcused absences in a semester, the 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.

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

Days missed due to expulsion or out-of-school suspension shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

When a student has been absent from school a note of explanation must be sent with the child to the teacher when he/she returns to school. The note must include: date, reason, and parent signature and phone number. Medical appointments require a note from the doctor.

COMPULSORY ATTENDANCE

All children, ages 5 through 17 on August 1, must attend school unless an appropriate exception applies under Ark. Code Ann. 6-18-201 (Repl. 1993).

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (see RESIDENCE REQUIREMENTS below), meet the criteria outlined in policy HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

Any child who will be six (6) years of age on or before August 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health.⁴ To continue such exemptions; they must be renewed at the beginning of each school year.

RESIDENCE REQUIREMENTS

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

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

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

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.

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

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

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.

PRESENTING A FRAUDULENT EXCUSE

A fraudulent excuse means one signed by some person other than the person whose name appears as signer, or one which gives some reason for the absence other than the true one —may be grounds for suspension. Any person signing such an excuse, if a student, may also be subject to suspension.

THE SCHOOL DAY FOR STUDENTS

The school day for students begins at 7:50 a.m. and ends at 3:15 p.m. Children should not arrive at school **before 7:30 a.m.** each morning. All non-bus students will be expected to leave immediately after the dismissal bell in the afternoon. No student, having once arrived at school, will leave school premises at any time during the day without first receiving permission from the principal's office. If a parent comes to school to pick up a child early, they must first report to the principal's office.

TARDINESS

A student will be in his /her assigned seat with needed supplies by the time the tardy bell begins to ring. A student may receive an excused tardy with a note from a teacher or member of administration when entering class after the tardy bell has rung. A student may be excused for tardiness no more than three (3) times per semester when arriving late to school. Late arrival to school will only be excused if a parent signs in the student.

Unexcused tardiness

A student shall be prompt in arriving at school and to assigned classes. Tardiness means loss of instruction for the student and disruption of the learning process for the teacher and the other students in the affected class.

1st Tardy – Free (first semester only)

2nd Tardy –lunch detention (one day)

3rd Tardy – lunch detention (two days)

4th Tardy – lunch detention (three days) & **Parent Notice**

5th Tardy – After School detention (two days)

6th Tardy – After School detention (three days) & Parent Conference

7th Tardy – 3 days ISS

8th Tardy – 5 days ISS

9th Tardy – 3 days OSS

***Tardiness records start over at the beginning of the second semester without the first one free.**

*Tardiness will be tolerated somewhat for our 5th graders for the first 9 weeks if it's not habit forming. This will allow them to adjust to our school environment.

HALL PASSES

All students must have a hall pass from an administrator or a teacher to be in the halls during class time. Any student in the hall while class is in progress without a pass will be given detention for loitering (or more severe punishment if his or her situation warrants).

QUIET HALL POLICY

Fordyce Middle School has a quiet hall policy. **Talking loudly or running in the halls is not acceptable. Students may talk quietly while they walk.** This includes before school, after school, in between classes, and leaving or entering from lunch. (Automatic Detention for each occurrence)

TRANSFERS

The Fordyce School District shall review and accept or reject requests for transfers, both into and out of the district, on a continuing basis. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

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

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Any student transferring from a school accredited by the State Department of Education to a school in the Fordyce School District shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student transferring from a home school or a school that is not accredited by the State Department of Education to a school in the Fordyce School District shall be evaluated by the staff of that school to determine that student's proper placement.

The Board also reserves the right to deny any request for transfer that might adversely affect the receiving districts' racial or special needs populations.

A first grade student who has not attended kindergarten will be given a reading survey test to determine grade placement. If the child scores at the kindergarten level, the child may be placed in kindergarten rather than first grade.

ACT 144 of 2003 provides that when any person owns a tract of land on which the person resides and which tract of land is located partially in one (1) school district and partially in another, the school-age children of that person shall attend school in the school district in which the residence is located. Exception: When a person owned an undivided tract of land on which that person domiciled for ten (10) or more years prior to August 13, 2001, and which undivided tract of land is located partially in one school district and partially in another, the school-age children of that person, and those of his or her successors in title, shall be eligible to attend the school in either of the districts, regardless of the location of the home on the property.

SCHOOL CHOICE

The superintendent will consider all applications for School Choice postmarked no later than the July 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

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

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

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

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

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

NONDISCRIMINATION

It is the policy of the Fordyce School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, disability, religion, or veteran in its educational services, financial aid, and employment.

Inquiries concerning application of this policy may be referred to:

David Peterson
FSD Equity Coordinator
Fordyce School District
P.O. Box 706
Fordyce, AR 71742

Affirmative Action Grievance Procedures:

- 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 provide by the school district. 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 state and federal agencies.

CHANGE OF ADDRESS OR PHONE NUMBER

Any change of address or phone number should be reported to the office immediately. It is vital that the office personnel be able to get in touch with parents or guardians in the event of illness or an emergency.

Section III Academics

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The Board recognizes that extracurricular activities when properly planned and conducted in an appropriate, safe environment; represent an essential part of the educational experience. The Board supports such extra classroom activities and will attempt to make them available on a voluntary basis to the students. It is the Board's goal to provide each student with a balanced program of academic studies and extracurricular activities to be determined by the school, parents and the students.

Extracurricular activities will be organized, supervised activities conducted under the auspices of the school system, the local school or an element thereof and on school property, which primarily involve students in other than a classroom situation and for which no credit separate from an approved course shall be given.

The following may be considered extracurricular activities:

1. Student government and its related activities and organizations
2. Musical festivals or contest, speech contests, debates and dramatic contests
3. Organized activities which are part of interscholastic activities
4. All types of interscholastic competition
5. Special interest clubs

The Board will approve specific extracurricular activities through the authority it extends to school principals to authorize and administer them in keeping with this policy and Board approved regulations. The building principal will serve as coordinator of student extracurricular activities. The principal will provide for the necessary staff development and training for faculty sponsors and officers and leaders of organizations.

A faculty sponsor will be appointed to each activity. Sponsors will not absent themselves from class time to supervise any activity except as authorized by the principal.

There will be categories of extracurricular activities: (1) those which meet during a period or periods listed on the daily schedule and (2) those which meet partially or wholly at a time outside the regular school hours. Activities will not require that participants be frequently absent from regularly scheduled classes. Excessive expenditures of time and effort will be discouraged.

Membership will be limited to students enrolled in school. Organizations or activities that restrict membership because of race, creed or color are forbidden.

Activities sponsored by outside agents will be carefully reviewed and approved by the principal for participation if they are to be cosponsored by the school. Care will be taken to ensure that organizations sponsoring activities are not using the activity for advertising a company or agency name or a product. Every effort will be made to prevent extracurricular activities from unduly interfering with the regularly scheduled school day. Participants will not be permitted in activities that may cause a school to violate state accreditation standards, regulations of the Arkansas Activities Association or other such organizations.

Scheduling of an activity period shall not reduce instructional time for any one class to less than 225 minutes weekly.

CONDUCT AT SPORTING EVENTS

The 8AAA 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. School dress code is enforced at all extracurricular activities.

All students are to remain in the bleachers at all sporting events except for going to the restroom and visiting the concession stand.

First Offense – Verbal Warning

Second Offense – Dismiss from ballgame

Third Offense – Dismissed from all ballgames for the remainder of the year

COUNSELOR

The Fordyce Middle School Counselor is available for parent, student, and faculty conferences during each school day. The role of the counselor is to ensure a counseling program that provides education, prevention, and intervention services to all students. Subjects that may be taught include drug and alcohol prevention, abstinence education, bullying, teasing and taunting curriculum, as well as character education lessons. The counselor may collaborate with parents, teachers, administrators, and outside agencies to provide services that will encourage, enrich, and help our students succeed. Principles of a comprehensive school-counseling program include guidance, individual and group counseling, referrals to community agencies, consultation with teachers, administrators, parents and community leaders, crisis intervention and assessment, placement and follow-up services.

CURRICULUM

A unit of Arkansas History shall be taught at each Middle grade level in every public school in this state with greater emphasis at the fourth (4th) grade level. ARK Law ACT 787 of 1997. Arkansas History will also be taught for one semester at the eighth (8th) grade. The State Legislature has found that character and citizenship education must be strengthened in public schools to prepare young people for positive dealings in the social order of today. During the school year, the faculty will select a program or develop a program and implement it with our students. ARK Law 631-1997. The language arts teachers of Fordyce Middle School will receive training through the Arkansas Smart Step Literacy Lab project of Harding University in preparation to fully implement a Comprehensive Literacy program for students of grades 5-8 in place of the regular Reading and English classes which are now referred to as Reader's Workshop and Writer's Workshop.

SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

GRADING SCALE

| GRADE RANGE (%) | QUALITY OF WORK | LETTER GRADE |
|-----------------|-----------------|--------------|
| 90-100 | Excellent | A |
| 80-89 | Above Average | B |
| 70-79 | Average | C |
| 60-69 | Below Average | D |
| Below 60 | Failing | F |

REPORTING

Student Reports will be sent out by teachers to inform parents about a student's academic standing during the fifth (5th) week of each marking period and at the end of each marking period. A marking period is (9) weeks. If the requirements are not completed at the end of a marking period, an "F" or 0% will be recorded for those incomplete assignments.

Parents are encouraged to study the report carefully and to schedule conferences with teachers to discuss the child's progress.

In the Fordyce School District, the report card, progress reports, and parent/teacher conferences are used for informing parents about the progress of their child in school. The report card is issued every nine (9) weeks; the progress reports are issued each mid-nine week period; and, parent/teacher conferences are held twice during the school year. More frequent communication will be held with the parent(s) or guardian(s) of students not performing at the level expected for their grade.

Teachers will communicate personally with the parent(s) or guardian(s) of each student through a personal conference, telephone conference, a home visit, or email to discuss the student's academic progress. Parents are also privileged to obtain grades and other important information through the online grade-book, PINNACLE. Students and parents are assigned passwords each year.

All grade level conferences with parent (s) and/or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation and nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

PROMOTION/RETENTION

Any student who fails two or more core classes by averaging both semester grades at the end of the year (Reader's Workshop, Writer's Workshop, Math, Science, or Social Studies) may be recommended for retention.

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), or 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 his/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. Those students in grades one through eight (1-8) who are being identified for an academic improvement plan (AIP) and do not comply with the AIP guidelines shall be retained. Retention for failure to participate in the academic improvement plan shall expand by at least one (1) grade level for each subsequent academic year after implementation.

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

HOMEWORK

Each teacher will give specifics on all homework. Homework is due on the day that was assigned by that teacher.

Upon returning from school after being absent, it is the **student's responsibility to get his/her make-up work from his/her teacher.**

The student has one day for each day he/she is absent to complete and return all missed assignments to the teacher(s).

HONOR ROLL

Each marking period, the counselor's office will release a list of those students meeting honor roll requirements. Any student, in fifth through eighth grade, with all A's or A & B letter grades in all academic subjects of their report card will be placed on the honor roll. Conduct grades are recognized and awarded separately.

B.U.G.S. (BRINGING UP GRADES AND SCORES)

The BUGS Program has been designed to encourage high academic achievement among all students at FMS. Listed below are three levels of recognition for student academic achievement.

Gold Bugs: Students with all “A’s” will receive the following benefits:

1. Gold Card (Discounts at participating merchants (15% - 30%))
2. Free admission to designated school and athletic activities
3. Five minutes early release for lunch on Friday’s.

Red Bugs: Students with all “A’s and B’s” will receive the following benefits:

1. Red Card (Discounts at participating merchants (10% - 20%))
2. Free admission to designated athletic events

Lightning Bug: Students with all “A’s, B’s, and C’s” (with no more than two C’s in the core or basic classes) receive the following benefits that are renewable each nine weeks:

1. White Card
2. Free admission to designated school and athletic events

All students must possess and show an updated BUGS card when using it with participating merchants, for free admission, or for early lunch release.

GOLD AND RED CARD PARTICIPATING SPONSORS:

The following sponsors are: The Gentle Touch, The Jewelry Box, Sonic, The Prescription Store, Kauffman Dental Clinic, Word’s, and Flower’s By Jim. The student will receive the amount of discount list when he/she receives their B.U.G. card for the first 9 week grading period. You must check with the participating sponsor for details.

TEXTBOOKS

The state provides textbooks for K-12 students. This naturally necessitates certain rules and guidelines to the care of state-owned textbooks. Students should keep in mind that these books are loaned to them. Therefore, each student will be held accountable for the care of the books issued to him/her. Teachers also have classroom libraries in which students are held accountable for these books if checked out by the student. The following guidelines will be adhered to in the Fordyce School District:

1. At the end of the year all textbooks and library books will be turned in. Those students who have lost books will be required to pay the full price of the book as determined by the price list issued by the State Department of Education.
2. All new books are projected to last seven (7) years. Therefore, the value of the book will depreciate approximately 1/7 or .143 of the original cost each year. Students who return books that have been abused (back off, back loose, dirty, pages torn or writing in the books) will be assessed a fine in proportion to the damage. If a student receives a new book this year, remember that six (6) other students will have to use that same book before it will be replaced.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

The mission of the Alternative Learning Environment is to provide effective education to students identified as needing a flexible, non-traditional learning environment with alternative ways to acquire needed interventions to obtain grade level competency through computer-based instruction, as well as in a nurturing, stimulating, student-centered environment to empower them with academic skills, quality of life skills, and technical competency to become productive, responsible adults.

Criteria for Admission to ALE Program:

- A. Appropriate teacher or principal 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
- I. Final approval rests with a review committee that consists of the principal, counselor, and the ALE teacher

Regulatory

Any student wishing to enter the Alternative Learning Environment 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 of Directors and the Alternative Learning Environment
- C. To commit oneself to obtaining grade level competency

Conduct and Discipline Standards

Students will be expected to conduct themselves as responsible and mature individuals. The rights and feeling 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 Environment 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.

SMART CORE/CORE CURRICULUM CHOICES
Fordyce High School

***Smart Core (22 units) _____**

English- 4 units (years)
*English- 9th grade
*English -10th grade
*English 11th grade
*English 12th grade
Oral Communications- ½ unit (1/2 year)
Mathematics- 4 units (years)
*Algebra I or Integrated Algebra A&B
*Geometry
*Investigating Geometry A&B
*Algebra
*Choice of Pre-Calculus, Trigonometry
Or AP Calculus
(Comparable concurrent credit college
Substituted where applicable)
Natural Science- 3 units (years) with
Lab experience chosen from
*Physical Science
*Biology
*Chemistry
*Physics
Social Studies- 4 units (years)
*Civics
*World History
*U.S History
*American Government
Physical Education- ½ unit (1/2 year)
Health and Safety- ½ unit (1/2 year)
Fine Arts- ½ unit (1/2 year)
Career Focus- 6 units

***Core (22 units) _____**

English- 4 units (years)
*English- 9th grade
*English- 10th grade
*English- 11th grade
*English 12th grade
Oral Communications- ½ unit (1/2 year)
Mathematics- 4 units (4 years)
* Algebra or equivalent
*Geometry- 1 unit
*All math units must build on the
base of algebra and geometry
*A two year algebra equivalent
OR a two year geometry
equivalent may each be counted
courses may be as two units of the
four (4) unit requirement.
Science- 3 units
*Physical Science
*Biology
*Environmental Science
Social Studies- 3 units (years)
*Civics
*World History
*U.S History
Physical Education -1/2 unit (1/2 year)
Health and Safety- ½ unit (1/2 year)
Fine Arts- ½ unit (1/2 year)
Career Focus- 6 units

*** State law requires us to provide this information about high school course options at the elementary and middle school levels.**

Section IV Transportation

POLICIES FOR STUDENTS RIDING A SCHOOL BUS

Students who ride a bus should follow the school bus regulations given to students during the first week of school. These regulations and the school bus are under the supervision of the driver and all bus students must obey the bus driver at all times.

Bus students who are disciplined for not following bus rules must have a parent/guardian's signature on a bus discipline sheet or a parent/principal conference before riding a bus as specified in the Bus Policy Consequences. Suspension, loss of bus riding privileges, or other disciplinary actions may be imposed when students violate the regulations. The Fordyce School District reserves the right to discipline all students for violations of bus regulations based on the severity of the incident.

Riding a bus is a privilege, not a right.

MEETING THE BUS:

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the bus door is opened before loading.
2. Respect the property rights of others while waiting for the bus; do not gather under citizens' carports or porches and on lawns without the owner's permission.

ENTERING/LEAVING THE BUS:

1. While loading or unloading, enter or leave the bus orderly and quickly as directed by the bus driver.
2. Use the front door to enter or leave the bus. Use the bus's back door only in an emergency or as directed by the driver.
3. 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.
4. 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.
5. If you drop any object (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.

RIDING THE BUS:

1. 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.
2. 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.
3. Knives, firearms, sharp objects, or pets are not allowed on the bus.
4. Students are not to deface the bus, or any school property. Do not litter and keep the aisle clear at all times.
5. 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.
6. Do not ask the driver to let you off any place other than your assigned stop, unless the principal has approved.
7. Ride ONLY the bus on which you are assigned. Visitors are NOT allowed to ride buses, unless school officials first give permission.
8. ACT 729 of 1997 prohibits smoking on the bus.
9. It is against district policy to curse, threaten, or abuse a bus driver.
10. Students are not allowed to play radios, tape players, or band instruments on the bus.

EMERGENCY EVACUATION PROCEDURES:

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 exits 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:

1. **FIRST OFFENSE:** Bus riding privileges will be suspended until the **BUS INCIDENT REPORT/LETTER** is signed by the student's parent/guardian and is returned to the Principal.
2. **SECOND OFFENSE:** Riding privileges suspended for five (5) days with parent/student/principal conference before riding privileges are restored.
3. **THIRD OFFENSE:** Riding privileges suspended for ten (10) days with parent/student/principal conference before riding privileges are restored.
4. **FOURTH OFFENSE:** Riding privileges will be revoked for the rest of the school year with the parent/guardian being notified by the administration.

CAR RIDERS

Car riders should be dropped off in the mornings at the first covered walkway near the Middle School playground. **No student should be dropped off before 7:30 a.m. We have no one on duty before that time to supervise students.** Students will be picked up in the same manner. Students must be picked up in the afternoon **by 3:30 p.m.**

Section V

Student Behavior

STUDENT DISCIPLINE

The Fordyce Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

The Board of Education recognizes that good discipline in a school results when students are taught in the home to respect the rights of others and to settle disagreements in an agreeable manner.

The Board recognizes the need for firmness in dispensing with any isolated problems calling for disciplinary action which occur in the classroom and during school activities, whether on or off the school premises. Accordingly, the Board expects that:

1. The principal and faculty for each school will always be in a position to take disciplinary action.
2. Our students attend a school that provides a relevant curriculum taught by effective personnel in pleasant surroundings.
3. We live in a community that provides constructive outlets for its youth. The School Board encourages and supports this positive approach for developing a desirable climate of discipline in the school.
4. Disciplinary action will contribute to the general welfare of the school or class as a whole and will be directed toward the positive improvement of citizenship of the group or individual involved.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

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

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

Legal Reference: A.C.A 6-18-502
 A.C.A 6-17-113

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or violations of standards of behavior as established by Board policy and/or school rules and regulations and to be informed of appeal procedures. A Student Accountability system is in place to assist students and teachers of keeping parents informed on a regular basis.

Students have the responsibility to know and obey school rules and regulations, to express grievances in a polite and hospitable manner and to give parents correct information concerning conduct. Principals and teachers are responsible for notifying and conferring with parents and students 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.

WORK HABITS

Educators agree that the student is a product of his total life experiences. Many of his involvements are home and community centered. Many of his attitudes and those images resulting from out-of-school experiences will lead the child to substitute desirable attitudes and work habits for those of a negative nature. Parents must become aware of and assume responsibility for a part of the total education of their child. In no area is this of more significance than in the area of work habits.

STUDENT ACCOUNTABILITY RECORD (SAR)

Weekly Consequences

There is a weekly reward for students earning an 86% or greater for the week in conduct and having the SAR report signed and returned on time.

There is no reward nor is there punishment for those students with a 70% - 85% or for being late in returning a signed SAR report with 85% or greater. Weekly scores as indicated below will receive punishment as outlined:

60%-69%-One day lunch detention

50%-59%- Two days lunch detention

0-49%- Three days lunch detention

*For students with an average of 86% and above toward the end of each semester will be rewarded!

Students are assigned lunch detention as a means to correct undesired behaviors. Classroom behavioral infractions are recorded in the Student Accountability Record, SAR. Each week a conduct score is recorded. Also, as per the FMS student handbook, being tardy to class is punishable with lunch detention. If these days accumulate, that shows the student is not correcting his/her behavior and a stronger course of action has to be taken.

Punitive measures will increase in an attempt to correct the student's behavior as follows:

4th lunch detention – parent notice

5th lunch detention – One day After School Detention

6th lunch detention – Two days of After School Detention

7th lunch detention - 3 days In School Suspension (ISS)

8th lunch detention – 5 days In School Suspension (ISS)

9th lunch detention – 3 days Out of School Suspension (OSS)

STANDARDS OF CONDUCT

Classroom standards as detailed on the SAR weekly report are:

1. I am where I am supposed to be at all times. -5 pts
2. I have all necessary supplies and am not habitually irresponsible.-5 pts
3. I have my homework. 5pts.
4. I stay on task, comply with adults, and follow directions.
[Inappropriate Behavior, Insubordination] -15 pts.
5. I will not chew gum or eat food -5 pts
6. I do not interrupt other's learning environment.-5 pts
7. I am courteous and respectful to my peers by not arguing,
Using profanity, or calling people names. - 20 pts.
8. I am respectful and am not rude to my teachers or other adults.-20 pts.
9. I return classroom materials to its proper place and keep my area neat. 5pts.
10. I keep my hands, feet and belongings to myself. 10pts.
11. I am quiet and orderly in the hallway and entering the classroom.-5 pts.

OFFICE REFERRALS

Teachers at FMS will attempt to correct undesired behavior through the use of a Student Accountability Record (SAR) in which parents can continually maintain communication with classroom teachers.

When classroom management procedures through the use of SAR are ineffective, a teacher may resort to referring students to the office as an attempt to correct undesired behaviors. The teacher is said then to relinquish punishment to administration. Parent notices are mailed each time a student is referred to the office.

Due Process for any infraction deserving office referrals will be followed in a cumulative manner in an attempt to correct undesired behaviors. The minimum punishment will begin with lunch detention and will range to a maximum punishment of a recommendation for expulsion. Administration is responsible for matching punishment to offense. A progression for office referrals may build in the manner below:

- Lunch detention up to 3 days
- After School Detention up to 3 days
- Corporal punishment up to 3 licks
- Saturday School up to 3 days
- In-School Suspension (ISS) up to 5 days
- Out-of-School Suspension (OSS) up to 10 days
- Recommendation for expulsion

Offenses at the Middle School that qualify for Office Referrals are as follows:

1. Truancy (skipping school or class)
2. Disorderly Conduct/Interruptions/Loitering (not corrected by use of the SAR)
3. Possession of Electronic Devices/Audio Equipment
4. Bullying
5. Harassment
6. Insubordination

Descriptions of offenses resulting in Office Referrals:

TRUANCY (SKIPPING SCHOOL OR CLASS)

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. After arrival on campus a student who is absent

from his/her assigned learning station (class) without permission from school authorities shall be considered truant.

DISORDERLY CONDUCT/INTERRUPTIONS/LOITERING

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.) 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. Students are not to linger aimlessly in the restrooms or hallways, in or around the bus, in the parking areas, gym, band room, weight room, library, or other areas on the school campus 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)

AUDIO EQUIPMENT

Students will not possess, handle or play audio equipment (iPods, MP3 players, radio, cassette player, CD player, boom boxes, etc) to and from school, on school campuses or in school buildings during the instructional day. It will be the teacher's/sponsor's discretion for travel to and from an extracurricular activity.

BULLYING

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

Definition:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or **substantial disruption** of the orderly operation of the school or educational environment.

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Electronic act of bullying means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless

communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed continuing would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal.

Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Bullying Notification Letter will be sent to Parents of students that are bullying others with the following information included.

First notification Date: _____
Second notification Date: _____
Third notification Date: _____
Fourth notification Date: _____
Fifth notification Date: _____

It is very important that we provide a safe educational environment for all of our students. It is important that you speak with your child concerning his/her behavior. You can refer to our handbook on page 28-30. We will follow these actions:

- 1) Parent contact and conference/loss of privileges,
- 2) Corporal Punishment
- 3) ISS (In School Suspension),
- 4) Suspension (1 to 10 days),
- 5) Recommendation for Expulsion

These are the actions we will follow as long as the bullying does not violate any other part of the handbook.

HARASSMENT

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

- Sarcastic "compliments" about another student's personal appearance,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
- Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings, and/or
- Threats of harm to student(s), possessions, or others.

INSUBORDINATION (DISREGARD OF DIRECTIONS OR COMMANDS)

All students are to comply with reasonable directions or commands of teacher, substitute teacher; principal, administrative personnel, school bus drivers or any other authorized personnel. A blatant refusal to comply with reasonable directions is a result of insubordination.

DESCRIPTIONS OF CONSEQUENCES FOR OFFICE REFERRALS

PARENT NOTICE

Parent notice is made by telephone, conference, letter, SAR, or email. Home visits can be made for those students who disobey classroom or school rules.

LUNCH DETENTION

Lunch Detention is served in the Library the entire lunch period. Lunch will be provided and will meet minimal State nutritional guidelines. Students will be required to have pencil and paper in order to work during this time.

CORPORAL PUNISHMENT

Corporal punishment may be administered for cause, be reasonable, and follow warnings that the misbehavior will not be tolerated. It will be administered by a certified employee and only in the presence of a school administrator or his designee(s), who will be a teacher or administrator employed by the school district. Such punishment can be given to students for disruptive or unmanageable conduct; insubordination; profane, vulgar, violent, or insulting language or other conduct that would tend to disrupt the education process. ACT 333 of 1995

The Board directs that corporal (physical) punishment, when deemed necessary, will be administered according to the following additional requirements:

1. Except for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience, corporal punishment will not be administered unless an attempt has been made to modify

the pupil's behavior by some means other than corporal punishment and unless the pupil has been told that a continuation or repetition of his or her behavior may lead to corporal punishment.

2. It will be administered in the presence of at least one other certified employee as a witness who will 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 or in a spirit of malice or anger or in excess.
4. It will be administered to the lower posterior only.
5. Refusal to take corporal punishment results in a suspension.
6. The principal will be notified (in his absence) when it is administered and a written report signed by the employee administering corporal punishment and the name of the witness.
7. On request, the parent will be informed in writing of the punishment and the name of the witness.

SATURDAY SCHOOL

The Fordyce School Board implemented Saturday School in the spring of 2008. It serves as a punitive measure in the form of disciplinary action and can be used alone or as an alternative in place of suspension.

Saturday School begins promptly at 8:00 am, and is dismissed at 11:45 am. It is held in a pre-assigned area at FMS. Students will be notified in the principal's office at the time of the infraction, by a letter home, and by reminder that will be given to the student the Friday before the detention is to be served. Students may be assigned Saturday School by the principal or his designee only.

Doors will be closed promptly at 8:00 am and no one will be admitted if tardy. Anyone arriving late will automatically be turned away and will be suspended. Students who fail to follow rules and procedures will immediately be removed and automatically be suspended.

The rules and regulations for Saturday School are as follows:

1. Students are responsible for transportation to and from Saturday School.
2. Students are to bring paper, pencil, and any materials needed for work.
3. Student is not allowed to eat or drink during class session.
4. One (1) restroom pass is permitted per student.
5. 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.
6. Students are to work diligently. Anyone who demonstrates a negative attitude will be asked to leave and will be suspended.
7. Dress code is to be followed as a normal school day. Rules are to be recognized as in regular attendance.

IN-SCHOOL SUSPENSION (ISS)

ISS is a punitive measure designed as an alternative to out-of-school suspension. A student in attendance in the ISS classroom is counted present at school and is given the opportunity to complete his/her classroom work. A mandatory meeting with parents, teacher, and student and the principal shall take place before the student may return to class.

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.

Lunches will be provided from the school cafeteria; however, students will be responsible for the cost of the meal. Students assigned to ISS may choose to bring their own meal.

1. 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.
2. Any acts of insubordination or violence while serving in ISS will result in an immediate out-of-school suspension.

3. Students assigned to ISS may ride their assigned bus to school but will not be allowed on the regular campuses.
4. ISS students must bring pencil, paper, and all their books on the first day of their assignment.
5. ISS students must report to the ISS classroom at the beginning of the regular scheduled day and will be dismissed at the end of the regular scheduled day.
6. 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.
7. Students assigned to ISS may not be on school grounds or may not attend or participate in any school-sponsored event during assigned days of ISS.

OUT-OF-SCHOOL SUSPENSION (OSS)

Authority to suspend a student is delegated to the building principal. The Fordyce School District considers suspension of a student to be a **very serious** action. A mandatory meeting with parents, teacher, and student and the principal shall take place before the student may return to class.

1. The principal may temporarily dismiss a student for disciplinary reasons from class or school.
2. The principal will determine whether to reinstate the student in class or take further disciplinary action.
3. The parent or guardian will be notified by letter of the reason(s) for suspension.
4. A principal/parent conference will be required before a student can be admitted unless the principal has been contacted and given satisfactory reasons why the parent or guardian cannot appear.
5. Makeup work will not be allowed for students in out-of school suspension, OSS. Makeup work will not be allowed when a suspension is the result of unexcused absences, either.
6. 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.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority.

- A primary call number
(The contact may be by voice, voice mail, or text message)
- An email address
- A regular first class letter to the last known mailing address

The school shall keep a log of contacts attempted and made to the parent or legal guardian. Act 159 of 2007 requires attempts at contacting parents be made first by phone. If such contact fails, then contact may be by email, and if that is unsuccessful, contact may be by regular first class mail. Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

- A. Upon suspension of a student, the school shall immediately contact the student's parent or legal guardian to notify the parent or legal guardian of the suspension.
- B. Each parent or legal guardian shall provide the school:
 1. A primary call number. If the call number changes, the parent or legal guardian shall notify the school of the new primary call number;
 2. An email address, if the parent or guardian does not have a telephone; or
 3. A current mailing address, if the parent or guardian does not have a telephone or email address.
- C. The contact required in this section is sufficient if made by:
 1. Direct contact with the parent or legal guardian at the primary call number or in person;

2. Leaving a voice mail at the primary call number;
 3. Sending a text message to the primary call number; or
 4. Email, if the school is unable to make contact through the primary call number; or
 5. Regular first-class mail, if the school is unable to make contact through the primary call number or email.
- D. The school shall keep a notification log of contacts attempted and made to the parent or legal guardian. Act 159 of 2007

STUDENT EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff. The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and the hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing. The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school. The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

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:

1. The administration shall present their reasons for recommending expulsion.
2. Following the administration's presentation and the student's presentation, the Superintendent will make a recommendation to the Board.
3. 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 BEHAVIOR

A teacher may remove from class a student who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the student in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class twice during any nine (9) week grading period, the principal or his designee may not return the student to class unless a conference is held for the purposes of determining the causes of the problem, and possible solutions, and with the following individuals present:

- a. The principal or his designee;
- b. The teacher
- c. The school counselor
- d. The parents and
- e. The student

ACT 1281 of 1999

SEVERE INFRACTIONS AND CONSEQUENCES

School administration may exercise more extreme action in severe situations or in situations in which a student has been involved as listed below. Any student that has committed a severe infraction as described below will be suspended until a hearing is held and a decision for punitive measures is confirmed with parents or guardians.

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. Even if administration allows electronic devices for special occasions or events, the school will not assume responsibility for lost or stolen devices.

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 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:

- 1ST Offense: Administration will keep the device for 5 school days.
- 2nd Offense: A fine will be charged for \$10.00 for remittance to parents only
- 3rd Offense: A fine will be charged for \$25.00 for remittance to parents only
- 4th Offense: Administration will keep the device for the remainder of the school year.

COMMUNICATING A FALSE ALARM

A false alarm is communicated if a person purposely initiates or circulates a report of a present, past, or impending bombing, fire offense, catastrophe, or other emergency knowing that the report is false or baseless. Communicating a false alarm is a Class D felony if physical injury to a person results, or the false alarm communicates a present or impending bombing and is made to or about a public institution. Otherwise, communicating a false alarm is a Class A misdemeanor. ACT 567 of 2001

DAMAGE TO, DESTRUCTION OF, OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause major damage to school property, 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. (AR LAW 5-36-103, 6-21-605) **ACT 1243 of 1997**

1. Minimum of (5 days) OSS
 2. Maximum of recommendation for Expulsion and Notification to Authorities
- *If the damage is minor the punishment may be reduced to detention or ISS.

FIGHTING

Fighting is defined as a dual exchange of physical blows, (hitting, slapping, pushing, shoving, kicking, or biting etc.). ARK Law 5-71-201, ACT 1243 of 1997. A student who strikes another student intentionally with malice.

1. Minimum of (3 days) OSS
2. Maximum of recommendation for Expulsion and Notification to Authorities

Both or all parties involved in any altercation or fight will be suspended. **There will be little tolerance of fighting. A “strike 3 you’re out” philosophy will be implemented by administration. Depending on circumstance and/or situation, administration will use discretion to administer punishment.**

PERSON COMMITS BATTERY IF:

With the purpose of causing physical harm to another person, uses a deadly weapon other than a firearm or using a firearm against a law enforcement officer, teacher, or school employee, or health care worker. ARK Law 707-1997. The Superintendent or designee shall recommend for expulsion of any student from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law, the Superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

DEATH THREAT CONCERNING A SCHOOL EMPLOYEE OR STUDENT

A person commits the offense of communicating a death threat concerning a school employee or student if:

1. The person communicates to any other person a threat to cause the death of a school employee or student;
2. The threat involves the use of a firearm or other deadly weapon;
3. A reasonable person would believe the person making the threat intends to carry out the threat;
4. The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act;

5. There is a close temporal relationship between the threatened act and the substantial step.

Communicating a death threat concerning a school employee or student is a Class D felony. ACT 1046 of 2001

ACTIONS:

1. Minimum of 5 days (OSS) and parent notification
2. Maximum of recommendation for expulsion and notification to authorities

HAND-HELD LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any bus stop or at any school-sponsored activity or event.

ACTION:

Confiscation of laser pointer for remainder of school year

PHYSICAL ABUSE, VERBAL ABUSE, THREATS, OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

Assault is defined as a violent physical or verbal attack.

Battery is defined as the unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact. (AR LAW 5-13-201, 5-13-202, 6-17-106)

ACT 1243 of 1997

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

A student shall not use profane, violent, vulgar, abusive or insulting language addressed at any school employee during school or at any school activity. “Any person who shall abuse or insult a public school teacher while performing normal or regular assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction shall be liable to a fine of no less than \$50.00 or no more than \$1000.00. **ACT 125 of 1979**

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**

1. Minimum of (10 days) OSS
2. Maximum of recommendation for Expulsion and Notification to Authorities

PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON ANOTHER STUDENT

A student shall not threaten, physically abuse, or attempt to physically abuse or behave in such a way as to be perceived to threaten bodily harm to any student. Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs. ARK Law 5-13-201, 5-13-202, 6-17-106, ACT 1243 of 1997

1. Minimum of 5 days suspension (OSS)
2. Maximum of recommendation for expulsion and notify authorities

PLAYGROUND RULES:

- 1. Do not stand, sit or lay on top of the picnic tables.**
- 2. Do not lean on climb over, climb under or hang on the fences.**
- 3. Students should be on the playground on or past the south sidewalk and not loitering up by the 6th grade doors/machines.**
- 4. All students should use the 6th grade doors (across from the library) to enter the building for any reason during recess/playground time.**
- 5. Use all playground equipment appropriately.**
- 6. Rock Throwing, sticks, pine cones and any other object that is not permitted because of the potential danger involved.**

1. Detention 1-3 days
2. Corporal Punishment
3. ISS-1-3 days
4. OSS-3-5 days

SEXUAL HARASSMENT OR OTHER SEXUAL MISCONDUCT

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 inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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

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

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

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

Students who believe they have been subjected to sexual harassment, or parents of a student who

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.

Once a written complaint of sexual harassment has been received, the Equity coordinator shall empanel a fact-finding committee to review the compliant and interview parties with first hand information regarding the complaint. The results of this process will be forwarded to the building principal who will take the appropriate action consistent with school policy.

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

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

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

ACA 5-14-101, sexual contact; 5-14-111, sexual indecency

1. Minimum of 10 days OSS
2. Maximum of recommendation for expulsion and notify authorities

THEFT OR EXTORTION

A student shall not cause or attempt to cause damage to 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. ARK Law 5-36-103, 6-21-604, 6-21-605, ACT 1243 of 1997

1. Minimum of 10 days ISS
2. Maximum of recommendation for expulsion and notify authorities

TOBACCO FREE SCHOOL

In order to provide a healthy environment and to set the proper example for our students, the use of all tobacco products is prohibited in the buildings and vehicles of the Fordyce School District

This policy applies to all employees of the school district, students and visitors. This policy also applies to all public school functions (ball games, concerts, etc.). This policy is in effect 24 hours per day, every day. ACT 779 of 1997

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 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.

SMOKING AND SMOKELESS TOBACCO

Tobacco is the number one killer and the leading cause of preventable death in Arkansas.

Act 854 of 1987 prohibits the use of tobacco by students in public schools. To support and model a healthy lifestyle, to be consistent with state and federal laws, and to protect the health and safety of all students, employees, and the public, the Fordyce School district establishes the following tobacco-free policy:

The Fordyce School district and all of its school properties shall be tobacco-free 24 hours a day, 365

days per year. This includes all days when school is not in session and all functions taking place on school grounds, such as athletic events and other activities not associated with or sponsored by the school.

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, kretek) 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 cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco.

(The term “use” means the chewing, lighting and smoking of any tobacco product.)

USE AND POSSESSION

The Fordyce School district, inclusive of all its buildings and property, shall be tobacco-free when school is in session. This includes all events and other activities 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 school employees on district property or 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 property is prohibited. This includes non-school hours and all functions sponsored by the school or others, athletic or otherwise, on or off school property.

TOBACCO ADVERTISING

Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

PREVENTION EDUCATION

Tobacco prevention education will be incorporated into Fordyce School District’s K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/non-use of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district’s classroom-based tobacco prevention education.

COMMUNICATION OF POLICY

This policy will be printed in both employee and student handbooks and posted in highly visible places both inside and outside the schools of the district. Signs will be posted at entrances of school buildings, school playgrounds and athletic facilities. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

VISITORS ON CAMPUS THAT SMOKE

Visitors to the district facilities must comply with regulations. This includes all functions of the school, athletic or otherwise. This also includes other organizations using school property. Anyone found smoking or using tobacco products will be asked by the appropriate school official to refrain from use while on district property. If the visitor does not comply, he/she will be asked to leave. If the person refuses to leave, the police may be called. If requested, give information regarding cessation programs that are available.

WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nun-chucks, pepper spray or other noxious spray, explosive, fireworks or any other instrument or substance capable of causing bodily harm.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm¹ shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.² Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.³ Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm visibly stored inside a locked vehicle on school property nor to activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or after-school hunting or rifle clubs. An occasional firearm inadvertently brought to school by a student will be permitted, but school property is not the place for firearms. Therefore, repeated "inadvertent firearms" will not be tolerated and shall be grounds for disciplinary action against the student as otherwise provided for in this policy. ACT 1282 of 1999, A.C.A. 5-27-206

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

1. Recommendation for expulsion and referral to legal authorities

COMPUTER USE POLICY

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 or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook-and/or computer use agreement.

All students and adults have a responsibility to use computers according to the Fordyce School District policies. The use of computers 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 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 agreements. Use of political lobbying is also prohibited.

1. From the minimum of loss of privilege and parent contact
2. Suspension (10 days)
3. Up to the maximum of recommendation for expulsion ARK Law ACT 801 of 1997

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 abridge the right to a free appropriate public education as mandated by PL-108-446.

1. On each school campus the appropriate staff members will be made aware of those students who are receiving special services of the district.
2. Close cooperation between special services teachers, classroom teachers, counselors, principals and parents concerning special students' educational and behavioral program is necessary.
3. The IEP team for the handicapped students should consider whether discipline procedures should be adopted/included as part of the student's IEP.
4. When recurring problems such as nonattendance, truancy, tardiness or persistent discipline problems cannot be worked out through preventative discipline procedures with a handicapped student, the office of the Special Education Supervisor shall be notified.
5. The regular school disciplinary rules and procedures apply with the exceptions:
 - a. In emergency situations, suspension should be limited to the duration of the emergency.
 - b. Convene the IEP team to consider changes in the program.
 - i. Suspension (only in emergencies and for the duration of the emergency)
 1. SAYS (South Arkansas Youth Services)
 2. Home Suspension (assignment and monitoring)
 - ii. Long Term Suspension/Expulsion

(When considering a long-term suspension or expulsion of handicapped student that would constitute a change of placement, an IEP conference must be held prior to this action.)

- iii. Alternative Placement Immediately
 1. Legal avenues
 2. SAYS (South Arkansas Youth Services)
 3. Rehabilitation Office (if age appropriate)
 4. Expulsion with homebound instruction

Procedure to follow if alternate placement is deemed appropriate:

1. Person attending the IEP conference must have knowledge of the:
 - a. Handicapped student
 - b. Meaning of the gathered data regarding the student
 - c. Placement options
2. Purpose of the meeting
3. The IEP conference must be fully documented and the parents will be provided with written documentation of the meeting and the decisions reached. School officials must report to legal authorities any incidents occurring on school property where a student commits a felony or any other violent criminal act. ARK Law ACT 888 of 1997.

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, or other appearance that may disrupt the normal operations of the school will not be acceptable.

TYPES OF CLOTHING APPROPRIATE FOR SCHOOL ARE:

1. Pants that are worn to fit or worn with a belt that is buckled.
2. Shirts with sleeves and length that covers the waistband of the pants. Pants, shorts, skirts, or dresses without holes, slits, or tears above the knee.
3. Shorts, skirts, and dresses that is no shorter than the width of a dollar bill.

EXAMPLES OF INAPPROPRIATE CLOTHING:

1. Hats, caps, hoods of shirts or jackets, sweatbands, du-rags, sunglasses, and bandanas are not to be worn.
2. Pajamas or house shoes are not considered to be clothing (with the exception of a school wide dress up day).
3. SAGGING will not be allowed.
4. For girls, no cleavage may be shown.
5. No sleeveless tops/tanks for boys or girls

FAILURE TO COOPERATE WILL RESULT IN THE STUDENT BEING 1) MINIMUM: GIVEN A T-SHIRT OR ZIP TIE TO WEAR OR 2) MAXIMUM: SENT HOME TO CHANGE UNTIL THE NEXT DAY WITH THE STUDENT RECEIVING AN UNEXCUSED ABSENCE.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE INAPPROPRIATE GROOMING AND DRESS POLICY

PUBLIC DISPLAY OF AFFECTION

Affection such as embracing, holding hands, arms around waist or kissing on the school grounds or at school-sponsored activity will not be permitted.

1. Minimum of Student Warning
2. (5 days) Detention and/or Corporal Punishment & Parent Notification
3. (5 days) ISS
4. Up to a maximum of (5 days) OSS

MEMBERSHIP IN FRATERNITIES, SORORITIES, SECRET CLUBS, GANG ACTIVITIES OR ASSOCIATIONS

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

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

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

Minimum of 10 days ISS

Maximum of recommendation for expulsion

POSSESSION OR USE OF ALCOHOL/ILLEGAL DRUGS

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

Therefore, no student in the Fordyce School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy.

This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Any school employee who suspects that a student is violating this policy must report the name of the student and the details of the violation to the principal. The student may be searched where there is a 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 law enforcement agency will be notified of any criminal activity with full cooperation of school officials.

Consequences for Use of Possession of Alcohol/Illegal Drugs

- A. Suspension (10 days) pending an investigation by school officials and law enforcement agencies.
- B. Students found guilty of violating the Alcohol/Drug policy will be recommended for expulsion.
- C. First offenders may be allowed to return to school if student and parents complete a counseling rehabilitation program approved by school authorities.
- D. Parent conferences and periodic reports about the student's status and progress will be required after the student returns to school.

These consequences will be imposed independently of legal action that may be pursued in criminal or other court systems.

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 law.

Possession -possession includes having the drug on the person, in the immediate vicinity of the person or among personal possessions (Locker, book bag, etc.)

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

DRUG DOG VISITS

Students of Fordyce Middle School 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 locker 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.

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 five 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 is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

Prescription

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 subjected 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 all 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 five 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 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 a random pool) are allowed to join clubs or organizations but are not allowed to attend after school meeting, 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 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 the individual's 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 this 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 a 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/her 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 be maintained by the Superintendent or his/her designee in a separate, locked file.

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

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 which 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 designee. If the test is 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 test, the student will be permanently suspended from participating in or attending any activity program and park on campus for the remainder of his enrollment with the school. A third positive screen could come from a third positive test from the random pool or a result of a re-screen 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

FMS 2011-2012

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.

SEARCHES

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

School property shall include, but not limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency 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 of 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 afterhour's telephone number.

Section VI

Safety

HEALTH OFFICE

A health nurse is employed by the school district. Parents of children requiring special health assistance must contact the district's health nurse. A plan will be developed for the child and appropriate personnel will be notified of the plan.

If your child is sick, contagious, or running a fever, please keep him/her at home. If your child becomes ill with a temperature, vomiting, or has a serious injury, we will make every effort to contact you.

MEDICATION POLICY GUIDELINES

Fordyce School District will not be giving Tylenol or Motrin to students. If your child needs this type of medication, you will administer it. Please do not send over the counter medication or pain medication with your child for the school nurse to administer. All medication administered by the school nurse must have a doctor's order and the proper medication form filled out by a parent/guardian.

Medication will be administered only in compliance with the school medication policy, but first aid will be administered in case of emergencies.

1. Medication must be in the original container with the child's name on the prescription. Medication must not exceed date of expiration
2. No medication to be given (3) times per day or less will be administered at school unless the doctor's prescription for that medication dictates the medication be given during school hours. This includes ANTIBIOTICS. Antibiotics can be given before school, after school and at bedtime.
3. NO OVER -THE -COUNTER drugs will be given at school. The only exception will be if a physician has prescribed and over- the -counter drug for a specific health problem.
4. A consent form must be signed prior to any medication being administered at school. Handwritten notes are not acceptable.
5. Permission for administering long-term medications must be renewed annually.
6. No pain medication will be given at school. If a child is in need of pain medication he/she does not need to be in school. Pain medication can cause drowsiness and decrease comprehension and concentration on school work.
7. All student medication is to be picked up by a parent/guardian at the end of the school year. Medications not picked up will be disposed of in accordance with Arkansas Pharmaceutical Regulations.

HEAD LICE

Upon confirmation that a student has head lice, parents will be notified to pick up their child. Parents should treat the child immediately and take other precautions at home to prevent spreading to other family members. A parent should bring proof of treatment (box from the shampoo) and a school official must check that the student is nit free in order for the student to reenter school. A second treatment must be done in 10 days and documentation provided again with a follow-up check for nits by school officials. A parent whose child has chronic head lice and who may have excessive absences because of it will be reported to the Department of Human Services. This is considered neglect.

PRESCRIPTION MEDICINE

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times). The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the then (10) day period shall be destroyed by the nurse with a witness present.

ASTHMA INHALERS AND AUTO-INJECTABLE EPINEPHRINE

The parent or guardian of a student who needs to carry an asthma inhaler or auto-inject-able epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-inject-able 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 authorization shall be valid only for the duration of school year at the school that the student is attending at the time the authorization 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-inject-able epinephrine, or both, on his or her person.

The parent or guardian of a student who needs to carry an asthma inhaler or auto-inject-able epinephrine, or both, shall provide the school with appropriate medical documentation, which shall include: evidence that the asthma inhaler or auto-inject-able 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-inject-able 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-inject-able 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-inject-able 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-inject-able epinephrine, or both.

A student with asthma is not required by this section or any related rule or school procedure to carry the student's asthma inhaler or auto-inject-able epinephrine, or both, on his or her person. If a student with asthma does not carry the student's asthma inhaler or auto-inject-able epinephrine, or both, on his or her person, then the student's parent or guardian shall provide the school with appropriate medication in the event of an asthma or anaphylaxis emergency, which shall be immediately available to the student in an emergency.

A student who carries the student's asthma inhaler or auto-inject-able epinephrine, or both, on his or her person may provide the school with appropriate medication in the event of asthma or anaphylaxis emergency, which shall be immediately available to the student in an 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.

STUDENT ILLNESS/ACCIDENT

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

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

PHYSICAL EXAMINATIONS OR SCREENINGS

The Fordyce School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain

extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

ATHLETIC POLICIES

ATHLETIC ACTIVITY/ELIGIBILITY

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

All students who wish to participate in seventh grade or junior athletics/activities must meet the following guidelines:

1. Students who pass from 6th to 7th grade are eligible for the entire 7th grade year in all sports.
2. Students who pass from 7th to 8th grade are eligible for the first semester. During the first semester the student must pass four classes, three of which must be core classes.
3. Students assigned to ISS or OSS cannot participate in sporting events during the time of suspension.

Fordyce Athletic Training Rules for Athletes and Cheerleaders

A. Tobacco Usage:

- 1st Offense-Extra running (minimum one mile for the next five practices).
- 2nd Offense- Double the running.
- 3rd Offense- One-year dismissal from Team and cannot join any other sport.

B. Alcohol Usage:

- 1st Offense- Suspended from 20% of the regular season games and make-up as prescribe by the Head Coach and approved by the Athletic Director.
- 2nd Offense - Prohibited from participating in all athletics for the remainder of the semester and the next semester.
- 3rd Offense – Athlete/Cheerleader will be permanently barred from participating in any athletic program in the District.

C. Drugs:

- 1st 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 sill 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 to 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 REQUIREMENT.** 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.
5. **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.
6. **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.
7. **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.

FOOD ALLERGIES

The Certification of Disability for special dietary needs form must be completed each year in order for the cafeteria to prepare your child's food properly. This form can be obtained from the FMS nurse.

FIRE DRILLS

Fire drill will be conducted monthly without advanced warning. These drills are for the protection of the students and teachers and should be taken seriously. Reports of drills will be made to the State Fire Marshall. All teachers and students should become familiar with evacuation plans as soon as possible. A diagram of the evacuation route is posted in each room.

TORNADO SAFETY PROCEDURES

In the event that a tornado is nearby, the school will be notified by radio and the principal will announce the warning by use of the bell. The teachers will move their students into assigned areas and instruct the children to remain calm, sit with their faces toward the wall and cover their head and face and remain quiet in order to hear instructions. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

If a tornado strikes without warning sit on the floor near a wall and cover your head. In no case should a student leave the building.

Section VII

General Information

CAFETERIA

Breakfast and lunch are prepared daily in our cafeteria. Breakfast is served from 7:30 a.m. until 7:45 a.m.; regular price is \$1.25. Lunch for grades 7-8 is served from 12:05 p.m. until 12:25 p.m. and grades 5-6 from 12:25 – 12:45 p.m.; regular price is \$2.25. Reduced or free meals are available to families meeting financial requirements. Applications are sent home at the beginning of the school year and must be completed, returned and approved in order to qualify. Reduced prices are .30 for Breakfast and .40 for lunch. Lunch money can be paid to the Cafeteria any morning of the week and will be credited to the students account. Children are supervised by a duty teacher while in the cafeteria.

DISTRIBUTION OF LITERATURE/SALES

Student Publications

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

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

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

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Nonschool Literature, Publications, and Materials

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

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

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than ___ days.

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

FIELD TRIPS

The parents will receive a note from the teacher explaining the field trip that has been approved by the administration. The parents will sign the attached form giving the school permission for their child to participate. **If the parents do not give permission, the child will not go.** All students attending field trips must ride the bus to their destination. Students who have received excessive discipline reports on campus will not be allowed to attend field trips.

FINES/CHARGES

Any student who has unpaid fines or charges will not be allowed to attend field trips or other school related activities. Students owing fines or charges at the end of the school year must pay before registering for the next school year.

HANDBOOKS

All students are issued a handbook at the beginning of the school year. Lost or extra handbooks may be purchased in the office for \$5.00.

MESSAGES OR DELIVERIES

Messages or deliveries of a non-emergency nature will not be delivered to students while in class. Every effort will be made to ensure delivery of messages.

PARTIES

Each year, Fordyce Middle School has 9 days where non-nutritional treats may be served. Room mothers and volunteers help organize parties in cooperation with the classroom teacher. Birthday parties will not be held at school, nor will invitations to parties be distributed.

SCHOOL CANCELLATIONS

If school is canceled, notice will be announced over the local radio station and the three (3) major network news stations. We will also use the school's website as well. If there is not an announcement it is to be understood that school is in session.

TELEPHONE

Students may come to the office on official business. The office telephone can only be used in case of an emergency. Only in an emergency can students answer incoming calls.

TOYS

Toys are not allowed unless a teacher gives specific permission to bring a particular toy. The school will not be liable for damaged or stolen toys.

VISITATION

We encourage you to visit school whenever possible. Parents are required to check-in at the office prior to visiting your child's classroom. In most cases, we prefer the visit take place in the office after the student has been called to the office for a visit. We ask that the visits are minimal and not an extended stay. It is important that the learning process for all students is not disturbed.

Please, do not expect the teacher to interrupt class work or to discuss individual problems with you. A conference for this purpose should be arranged ahead of time.

RULES, REGULATIONS AND POLICIES NOT COVERED

The Fordyce Middle School administration reserves the right to discipline all students for violations of rules, regulations and policies not covered in this handbook and issue consequences in accordance with the severity of the infraction.

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased¹ which may be accomplished 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 of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

The issues involved in parental rights to viewing videos are complicated, but the Family Policy Compliance Office (FPCO) of the Family Educational and Right Act (FERPA), has recently simplified the matter. For example, a video of a fight between two (or even several) students in which other students happen to have been incidentally included in the background of the video generates the following viewing conditions.

- a. Either or both of the students' parents may view the video **without** first having to receive permission from the other student's parent(s). None of the parents of the "incidental" students have to give their permission for the viewing of the video by the "involved" students' parents.
- b. If a student's parent lives beyond a reasonable distance to physically come to view the video, the your district may mail the video to a "receiving" school near to the parent, where the parent may view the video and then the receiving school will mail the video back to your district. The personnel at the receiving school should not view the video, but merely arrange for the parent to view it by himself/herself.
- c. The district is **not** obligated to give a copy of the video to the parent or their lawyer. If, however, you choose to give the parent a video, you are obligated to go through all of the hoops that used to be the case for simple viewing of the video. Specifically, faces of the "involved" students other than that of the parent's student must be redacted or else you will have to receive written permission from the parents of the other involved students.
- d. Remember that the rights of the parents transfer to the students once the student turns 18.
- e. Once the video has been viewed by the parties requesting to view it, the law does not require you to keep the video. Common sense would suggest, however, retaining the video at least until the disciplinary process is completed.

PARENTAL INVOLVEMENT

Parents/Guardians are encouraged to participate and be involved in their child's education process through an established PTI (Parent and Teacher Involvement group). This group is comprised of parents and teachers that volunteer their time to coordinate fund raisers and other activities to help promote motivation and provide many different tools for all students and teachers as well.

Fordyce Middle also promotes parent involvement through our annual Open House at the beginning of each school year. There will be more Parental Involvement activities planned throughout the school year and communication of these activities will be placed in the local paper and or announcements will be sent home.

Section VIII
Forms to Sign and Return

FORDYCE MIDDLE SCHOOL
PARENT - STUDENT STATEMENT OF RESPONSIBILITY

Student's Name

Date

The statement below must be signed and returned to your child's teacher within one week after the student receives it. **If after one week, the student has not returned the form, he/she will not be permitted to attend class until he/she does comply.**

We have received the Fordyce Middle School Student Handbook.

Parent/Guardian Signature

Student Signature

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 out 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)

Date Received in Principal's Office

Fordyce Middle School
Agreement Form 7th and 8th Pre Algebra or Algebra I Classes
2011-2012

Fordyce Middle School has a policy of open enrollment for Pre Algebra or Algebra I classes. We count on parents and students to be judicious in selecting advanced classes. Students must turn in a Pre Algebra or Algebra I Agreement form to take advanced classes. Parents, along with their students, should consider the following questions and implications as they consider choosing a Pre Algebra class.

1. Is your child self-motivated, an independent worker, and organized?
2. Does your child have good study skills? Is there a place away from the television and an internet connected computer where he/she does homework every night?
3. Does your child maintain a daily planner and keep up with long-term assignments?
6. As a parent, do you have time and are you willing to help your child with his/her organizational needs and projects on a daily basis?
7. Is your child involved with one or more extra-curricular activities, with church activities, or service activities such as scouting? How much time outside the school day is required for each activity per day/week?
8. Is your child a fast reader with good retention? Does your child make notes as he/she reads? Does your child retain information from class well?
9. How well does your child handle stressful situations? Is your child realistic about his/her performance expectations? As a parent, are you realistic about expectations you have of your child?
10. It is often considered a good rule of thumb in the placement of Pre Algebra and Algebra I students to assess how they performed on the Benchmark ACTAAP test. Did your child score proficient or advanced in Mathematics?

Pre Algebra or Algebra I Agreement

Your signature and your child's signature below indicate that you have considered the above questions and implications and that you agree to the following statements:

My child understands that the Pre-Algebra or Algebra I placement classes are to be extremely rigorous and demanding. My child and I agree to devote sufficient study time to maintain high standards. We understand that once my child is accepted into a Pre Algebra or Algebra I course, he/she must remain in that class for a minimum of three (3) weeks. If he/she chooses to move from a course to a lower level section, we realize the final grade in that course will be a combined grade from both sections. We also realize that after being placed for six (6) weeks in the Pre Algebra or Algebra I section, my child cannot drop the course without the recommendation and agreement of the Algebra teacher, the counselor, the principal, and the parent.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____ Date _____

The Fordyce School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the districts' access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a) using the Internet for other than educational purposes;
 - b) gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c) using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d) making unauthorized copies of computer software;
 - e) accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f) using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others
 - g) posting anonymous messages on the system;
 - h) using encryption software;
 - i) wasteful use of limited resources provided by the school including paper;
 - j) causing congestion of the network through lengthy downloads of files;
 - k) vandalizing data of another user;
 - l) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m) gaining or attempting to gain unauthorized access to resources or files;
 - n) identifying oneself with another person's name or password using an account or password of another user without proper authorization
 - o) invading the privacy of individuals
 - p) Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, addresses, and phone number.
 - q) Using the network for financial or commercial gain without district permission;
 - r) Theft or vandalism of data, equipment, or intellectual property;
 - s) Attempting to gain access or gaining access to student records, grades, or files;
 - t) Introducing a virus to, or otherwise improperly tampering with the system;
 - u) Degrading or disrupting equipment or system performance;
 - v) Creating a web page or associating a web page with the school or school district without proper authorization;
 - w) Providing access to the District's Internet Access to unauthorized individuals;
 - x) Failing to obey school or classroom Internet use rules; or
 - y) Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

PERMISSION TO DISPLAY PHOTO OF STUDENT

I hereby grant permission to the Fordyce School District to display the photograph or video clip of me/my student (if student under the 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 no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

Fordyce Middle School has my permission to photograph or video tape 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.

Fordyce Middle School 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.

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

Fordyce Middle School has my permission to post my child's photograph as Student of the Week and on the Watch Dog Dad's Wall of Fame.

Name of student (Printed)

Signature of parent

Date

Parents Right to Waive Corporal Punishment

Ark. Code Ann. 6-18-503 (Repl. 1993), as amended by Act 333 of 1005. The following guidelines are recommended:

1. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student may be punished. The student should be allowed time to respond, and then the school administrator should take the action it deems is most appropriate. A formal hearing is not required prior to administering corporal punishment.
2. Parents may choose an option whether the child is given corporal punishment.

The administration of Fordyce Middle School deems it necessary to abide by Arkansas Public School laws. As stated above, the administration does follow these exact proceedings. If a parent so chooses, as also stated above, the parent may have the option of taking the student home for punishment purposes. If the parent so chooses, the school is relinquishing the responsibility to the parent of correcting the undesired behaviors deeming the necessary punishment. The administration has the right to count the student as suspended (OSS - Out of School Suspension) as delineated by said administrator for the amount of time deemed necessary according to the infraction performed by the said student.

By signing this form, the parent is requesting to be notified any time his/her student has reached the point of needing corporal punishment as outlined in the FMS Student Handbook. The parent is also in agreement as stated above concerning the punishment and correction of their child through suspension of said student.

Parent or Legal Guardian Signature

Date

Name of student (Printed)

Phone number to be reached:

Parental Involvement/Volunteer Survey

Student's Name (printed) _____

Student's Grade _____

Parent's Name _____

Please check the following items you as a parent would be willing to help with your child's school:

___ Volunteer in your child's classroom

___ helping students with class assignments/homework

___ Read to students

___ Watch Dog Dad

___ Volunteer Mom

___ Volunteer Grandparents

___ Lunch duties

___ Help with any faculty luncheons (playground duty, office duty, cafeteria duty)

___ File papers for teachers

___ Snacks for Parties

Time available:

___ AM ___ PM ___ All Day

How many times weekly: ___ 1 day ___ 2 days ___ 3 days' ___ 4 days ___ 5 days

Days of Preference: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Please sign and return even if you don't check any of the items

Parent/Guardian Signature _____