

FORDYCE ELEMENTARY



STUDENT HANDBOOK

2018-2019

**Superintendent: Dr. Judy Hubbell
Principal: Rhonda Lawson
Assistant Principal: Lena Rogers**

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TO ALL STUDENTS AND PARENTS

Fordyce Elementary School is excited to be the first stop in your child's lifelong education. Our faculty and staff members strive to provide a safe, positive, and nurturing learning environment where children are the focus and everyone is supported and respected.

Our goal is to provide Fordyce Elementary students with real life experiences while developing and building understanding in order that they might be successful.

Fordyce Elementary Staff members work to be fair, caring, compassionate, and cooperative while providing your child with a top quality challenging curriculum. We will make every effort to assist our faculty and staff members by providing them with up-to-date training and making resources available for them and the students to be successful.

We believe the community is a vital resource to the educational process. Therefore, we welcome community involvement at the Fordyce Elementary School.

Our overall philosophy as a public service is to provide a quality education to our students. Our hope is that every child who enters our school will find friendship and understanding and by working with families and community members we will create the best possible environment for every child to live, grow, laugh, and learn.

Fordyce School District Calendar 2018-19

August 6-10	Professional Development
August 14 (Tuesday)	First Day with Students
September 3	Labor Day Holiday
October 12	1 st Quarter Ends 43 days
October 25 (Thursday)	School Day . . . PT Conferences 2:00
October 26 (Friday)	Fall Break
November 19- 23	Thanksgiving
December 21	Last Day Before Christmas Break; End of 2nd Quarter 44 days
January 7*	FLEX PD* No students
January 8	Return from Christmas Break
January 21	MLK holiday
February 14 (THURSDAY)	School Day ... Pt Conferences 2:00
February 15	Snow day/Winter Holiday
March 15	End 3 rd Quarter 47 Days
March 18-22	Spring Break
April 22	Snow Day /Spring Holiday
May 10	Seniors' Last Day
May 17	Graduation FB&T Redbug Arena 6:00 pm
May 24	Last Day of School End; 4 th Quarter 44 Days

Snow Days Feb 15, April 22, May 28, 29, 30

SCHOOL BOARD

The Fordyce School District is governed by a Board of Directors composed of five members who are elected by public balloting and serve without pay. Public meetings are held on the second Monday of each month. The basic responsibility of the School Board is to make policy.

ADMINISTRATION

Rhonda Lawson, Principal
Lena Rogers, Assistant Principal
Nicole McGhee, Counselor
Dr. Judy Hubbell, Superintendent

FACULTY AND STAFF

Pre-K

Wanda Gooden

Interventionist

Teresa Crutchfield

Kindergarten

Samantha Axsom

Paris Bell

Suzanne Hunter

Jennifer Soapes

1st Grade

Megan Barnes

Beth Hardman

Anthony Jackson

2nd Grade

Ginger Carter

Tina Cearley

Shannan Sorrells

Mandy West

3rd Grade

Carli Green

Amy Hogan

Whitney Moss

Carrie Shankles

4th Grade

Amanda Barnes

Lytonya Ferrell

Meredith Owens

5th Grade

Victoria Bennett

Laura Greenwood

Amber Ryan

6th Grade

Mika Butler

Alan Riley

Sissy Wilson

Special Education

Karen Bailey

Sarah McManus

Connie Skinner

Art

Danyale Barnes

Computer Lab

Tonda Smith

Librarian

Kim Archer

Music

Brianna Moix

PE

Bryan Rice

Secretaries

Susan Harris

Diane Oliver

Office Assistants

Pamela Miller

Marian Sanders

Paraprofessionals

Gildra Archer

Julie Gammel

Stacey Gray

Cheryle Highsmith

Donna Humphries

Cecily Juniel

Mickey Laws

Latrinda Marks

Amber Oliver

Anita Johnson

Dorse Spears

Julius Rogers

Nurse

Cindy Wade

Custodians

Pauline Crump

Barbara Tidwell

VISION/MISSION STATEMENT

R.E.D.B.U.G.S.

At FES, teaching
Real life
Experiences while
Developing and
Building
Understanding is our
Goal for
Success

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.

STANDARDS OF CONDUCT

Below each rule is a standardized list of disciplinary actions to be taken. This list will normally be adhered to in numerical order after each occurrence; however, once again, the administration may exercise more extreme action in severe situations or in situations in which a student has been involved in other infractions.

Students have the right to:

- Pursue a quality education at public expense through study and self-application and attain personal goals through participation in the entire school program.
- 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.
- Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- 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.

- Participate in patriotic exercises or refrain from participating.
- 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.
- 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:**
- Attend classes daily, be on time for all classes, and obey school rules.
- 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.
- Refrain from libelous, slanderous remarks, and obscenities.
- 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.
- Respect the rights of classmates who do not wish to participate.
- Respect the rights, property, and privacy of other students and school personnel; carry only those materials that are acceptable under law and which are not hazardous to person or property; and accept the consequences for articles stored in their lockers.
- 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 Elementary School must have 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 Fordyce Elementary 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.

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. At FFS students with 6 unexcused absences may be denied promotion or graduation at the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 3 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, parent signature, and phone number. Medical appointments require a note from the doctor.**

COMPULSORY ATTENDANCE

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.

Compulsory attendance is required from ages 5 to 17 years old.

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

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with 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 elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the 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 8:00 a.m. and ends at 3:10 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 students are noticed arriving before 7:30am without parental supervision, the parents of those students will be contacted to address this issue. If a parent comes to school to pick up a child, they must first report to the main office of the building that the student is in. Pre-K-1-Patterson Building, 2-6-Wallace Building. If a student is checked out before 2:00 p.m. they will be charged with a ½ day absence.**

TARDIES

There are few reasons for an excused tardy. If a student is tardy, he will be given an unexcused tardy, except in the event of an unforeseeable accident verified by parents. (This does not mean oversleeping, running late, etc.) This slip will be given to the homeroom teacher. If a student is not her by 8:10 am he/she will be considered tardy.

A student will be allowed two (2) tardies (excused or unexcused) per nine week grading period. The parent/guardian will receive notification when the student has two tardies. The fifth tardy and all subsequent tardies will result in the student being counted absent for ½ day. This will count against the student's days allowed for the semester. If your child is tardy it is the parent/guardian's responsibility to come into the office to sign your child in.

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 May 1 proceeding 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:

Mrs. Johnnie Daniel
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 be able to get in touch with you in the event of illness or an emergency.

CO-CURRICULAR AND EXTRACURRICULAR 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 school 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 250 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 seated in the bleachers at all sporting events except for going to the restroom and visiting the concession stand and should be accompanied by an adult.

First Offense: Verbal Warning

Second Offense: Dismissed from ballgame

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

If a student is currently in ISS or serving OSS, he/she will not be permitted to attend a sporting event on the school campus. He /She will not be admitted into the game.

COUNSELOR

The counselor helps students, individually or in groups, to explore their needs, characteristics and differences in academic, career, personal and social matters. Students may use the counseling services by personal request or by referrals from parents or guardian, teachers, or administration.

CURRICULUM

A unit of Arkansas History shall be taught at each elementary grade level in every public school in this state with greater emphasis at the fourth (4th) grade level. ARK Law ACT 787 of 1997. 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

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

No student will be expected to perform beyond his ability, but every effort will be made to secure maximum performance. Each student is expected to advance from his present level of achievement as rapidly as possible. The school's policy is not to criticize because the quality of work is below average but to build future learning on the background of each child's past experience.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as student learning expectations contained in the curriculum frameworks may also be given.

GRADING SCALE:

First, Second, Third, and Fourth, Fifth and Sixth Grades

A = 100 to 90

B = 89 to 80

C = 79 to 70

D = 60-69

F = 59 or lower

Kindergarten (S-Satisfactory, NI-Needs Improvement, and U-Unsatisfactory)

S = 100 to 85

NI = 84 to 70

U = 69 to 0

HOMEWORK

Homework can be an important part of the student's education. Assigned work should be completed and returned. Homework will be checked for accuracy and used to determine if a skill should be re-taught. Every grade level will establish if homework is appropriate based on the needs of the student in each subject area. How homework is graded will be determined by each grade level.

HONOR ROLL

Each marking period, the counselor's office will release a list of those students meeting honor roll requirements. Any student, in second through sixth grade, with all A's or A's and B letter grades in all subjects of their report card will be placed on the honor roll.

REPORTING

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. You are also able to access your child's grades on an ongoing basis by going to www.fordyceschools.org. Your child's student ID number is the user name and the password is your child's birth date. Finally, click on Fordyce Elementary to access the grades. Our office will be happy to assist you if you have any problems.

Teachers will communicate personally with the parent(s) or guardian(s) of each student through a personal conference, telephone conference, or a home visit, to discuss the student's academic progress.

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.

At least (2) times per year, a district shall report in writing to the parent and each teacher of a student in kindergarten through grade eight (K-8) the independent reading level at which student is reading. ARK Law Act 940.

PROMOTION/RETENTION

Each student identified as not meeting satisfactory proficiency levels in the previous spring testing, interim assessments, teacher evaluation and other data related to academic performance will be required to participate in activities outlined in his/her academic improvement plan. (AIP) The district shall notify the student's parent of the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

Students that are in grades one through six (1-6) identified for an academic improvement plan shall participate in a plan outlined for each individual. If a student is not making adequate progress academically he/she could possibly be retained. All students in grades K-6 will be reviewed and monitored for progress throughout the school year for adequate progress. This information will be communicated to the parent/guardian during, progress reporting, conferences and other communication efforts made by the teacher/school

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. The following guidelines will be adhered to in the Fordyce School District:

1. At the end of the year all textbooks 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.

POLICIES FOR STUDENTS RIDING 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, IPODS, cell phones or band instruments on the bus. IPods with earphones are permissible with school official's approval.

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:

- **FIRST OFFENSE:** Warning letter will be sent and parent will be contacted.
- **SECOND OFFENSE:** Riding privileges suspended for three (3) days with parent/student/principal conferences before riding privileges are restored.
- **THIRD OFFENSE:** Riding privileges suspended for five (5) days with parent/student/principal conferences before riding privileges are restored.
- **FOURTH OFFENSE:** Riding privileges suspended for the rest of the semester with parent/student/principal conferences before riding privileges are restored.

**It is important that students understand the need for them to be cooperative on the bus. It is for their safety. If students fight while on the bus it is the transportation department and the principals' discretion as to whether immediate suspension will apply instead of the steps outlined above.

No eating will be allowed on the bus. This will be a zero tolerance which will result in an automatic 2 day bus suspension.

CAR RIDERS

Car riders should be dropped off in the mornings and picked up in the afternoons in front of the elementary cafeteria. The students should promptly report to the cafeteria. 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 front of the cafeteria. This is a one-way street. Four cars can be loaded at a time if you pull down as far as possible to pick your child up. Students must be picked up in the afternoon by 3:30 p.m. A F.I.N.S petition will be filed on parents that are consistently late picking up their children.

No students are to be dropped off or picked up from the Patterson parking area located behind the cafeteria.

STUDENT DISCIPLINE

Discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be done in as positive a manner as possible. Positive discipline means working with students, which includes individual discussion and counseling, involvement of students in defining acceptable behavioral standards, and involvement of the individual in cases where a student has exhibited a lack of responsibility or self-discipline. It is the student's responsibility to cooperate with the teachers at Fordyce Elementary School so that the teaching efforts may be successful. Each student will be held responsible for their behavior and must accept the consequences for their actions. Student discipline may range from a minimum of a verbal reprimand to a maximum of a recommendation for expulsion. When positive efforts have not succeeded in correcting a student's behavior in relation to their learning environment, the following measures may be authorized:

- Parent contact and loss of privileges which may include (recess, participation in activities, or loss of field trips.)
- Corporal punishment in accordance with Board regulations
- In-School Suspension (ISS)
- Out of School Suspension (OSS) of the pupil in accordance with Board regulations
- Expulsion of the pupil in accordance with Board regulations

These **measures are not listed in chronological order**. The Administration reserves the right to issue consequences in accordance to the severity of the infraction. The student has the right to be informed of the reason for corrective measures taken. Corrective measures should always be based on the necessity for helping the student make a better adjustment to the learning environment. 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. A.C.A. 6-18-502, 6-17-113

PARENT CONTACT: (Communication)

Parent contact is made by telephone, conference, email or letter. Loss of privileges includes recess and participation in an activity. Home visits can be made for those students who disobey classroom or school rules. It is very important for the school and the parents/guardians to communicate with each other and hopefully it can be positive. If there are issues that require our attention, we ask that you give us an opportunity to solve it together as a team. This is the chain of command that we ask that you use, if you need to address personnel in the following order.

- 1) The teacher/staff member.**
- 2) The Principal.**
- 3) Superintendent.**
- 4) If you don't get resolution you may ask the superintendent to appear before the Fordyce School Board.**

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

LUNCH DETENTION

Lunch detention is assigned by the teacher or any school staff who is supervising students. This is for classroom or playground/cafeteria infractions. FES sets aside a Study Hall time for each grade level to complete unfinished class work. Study Hall is not to be used as a punishment but a tool to help students' complete work from class that is necessary for success. Lunch detention is not for finishing class work/home work.

CORPORAL PUNISHMENT:

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:

1. That the principal and faculty for each school will always be in a position to take disciplinary action.
2. A school that provides a relevant curriculum taught by effective personnel in pleasant surroundings.
3. 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. That 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.

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. 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 automatic out of school suspension.
6. When corporal punishment is administered the principal will be notified in writing signed by the administering employee and the witness.
7. On request, the parent will be informed in writing of the punishment and the name of the witness.

IN-SCHOOL SUSPENSION:

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

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.

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

Students that are habitual offenders of detention can be assigned to ISS by the Principal or the Assistant Principal. This will be based on behavior only, not things such as not finishing work, returning books, returning homework folders or turning in home work. Parents will be notified when this process starts by letter or phone contact.

If a student comes to detention repeatedly this will be the schedule that will be followed: (This will start over each nine week period)

3 detentions= 1 day of ISS

4 detentions=2 days of ISS (Parent Conference)

5 detentions=1 day of OSS

6 detentions=2days OSS/Parent Conference (student may not return until parent conference is held)

STUDENT SUSPENSION: (OUT-OF-SCHOOL)

Authority to suspend a student is delegated to the building principal. The Fordyce Schools consider suspension of a student to be a very serious action.

- The principal may temporarily dismiss a student for disciplinary reasons from class or school.
 - The principal will determine whether to reinstate the student in class or take further disciplinary action.
 - The parent or guardian will be notified by letter of the reason(s) for suspension.
 - 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.
1. Makeup work will not be allowed for suspension (OSS) made by the principal.
 2. 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.

The district 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.

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:

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

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.

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.

AUDIO EQUIPMENT

Students will not possess, handle or play audio equipment 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.

- Parent contact/loss of privileges
- Confiscation of item - one (1) week for 1st offense
- Confiscation of item - one (1) semester for 2nd offense

CELL PHONES

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

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.

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

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

Students using or possessing, other than those devices properly stored in the principal or assistant principal's office, cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. **Confiscated cell phones and other electronic communication devices must be picked up at the school's administration office by the student's parents or guardians.**

- Parent contact/loss of privileges
- Lunch Detention
- In-School Suspension (ISS) up to 5 days

INTERRUPTIONS/DISTRACTIONS

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

- Parent contact and loss of privileges
- Lunch Detention
- Corporal punishment
- In School Suspension (ISS) up to 5 days
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

DISREGARD OF DIRECTIONS OR COMMANDS (INSUBORDINATION)

"Arkansas Law 6-18-511 states that a teacher may remove a student from class and send him to the principal or the principal's designee office in order to maintain effective discipline in the classroom. If a teacher removes the student from the classroom or the student is referred to the office more than twice during any nine week grading period as a result of disorderly/disruptive conduct, the principal or the designee may not return the student to class until a conference has been held for the purpose of determining the cause of the problem and possible solutions have been agreed upon by the principal/designee, the teacher, and the student."

- Parent conference and/ loss of privileges
- Corporal Punishment
- Lunch Detention
- In School Suspension (ISS) up to 5 days
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

ROCK THROWING

Rock throwing is not permitted because of the potential danger involved.

- Parent contact and loss of privileges
- Corporal Punishment
- Lunch Detention
- In-School Suspension (ISS) up to 5 days
- Out of School Suspension (1 to 10 days)

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

DISORDERLY CONDUCT

A student shall not engage in any behavior that produces situations in which instruction or activities of other students are affected. (If students are constantly talking, paper throwing, etc.)

- Parent contact and loss of privileges
- Corporal punishment
- Lunch Detention
- In School Suspension up to 5 days
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

FIGHTING

Fighting is defined as an exchange of physical blows, (hitting, slapping). ARK Law 5-71-201, ACT 1243 of 1997

- Parent contact and/ Out of School Suspension (1-10 days)
- Recommendation for expulsion

A student has the right to defend him/herself without being suspended, provided the student is the target of a physical attack that he/she did not provoke and provided that the student used every means possible to avoid a conflict. The student must be able to justify his/her part of the altercation.

TRUANCY (SKIPPING SCHOOL OR CLASS)

A student shall not be absent from school without parent and/or school authorization, prior knowledge, and consent. After arrival on campus, a student absent from his assigned learning station without permission from school authorities shall be considered truant. ARK Law 6-18211, 6-21-608, ACT 1308 of 1997

- Parent contact and loss of privileges
- Corporal Punishment
- Lunch Detention
- In-School Suspension (ISS) up to 5 days

USE OF PROFANE, VIOLENT, VULGAR, ABUSIVE OR INSULTING LANGUAGE TOWARD ANY PUBLIC SCHOOL EMPLOYEE

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

- Cause a breach of the peace;
- Materially and substantially interfere with the operation of the school; or
- Arouse the person to whom it is addressed to anger, to the extent likely to cause Imminent retaliation.

A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). ACT 1565 of 2000

- A referral to legal authorities will be made.
- Parent contact/Out of School Suspension (1 to 10 days)
- Recommendation for Expulsion

DAMAGE TO, DESTRUCTION OF, OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. **The Fordyce School District will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 will be liable for damages by said minor. ARK Law 5-36-103, 6-21-605**

- Parent contact and loss of privileges
- Corporal punishment
- In-School Suspension (ISS) up to 5 days
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

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

- Parent contact and loss of privileges
- Corporal punishment
- ISS-up to 5 days
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

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

STUDENT VERBAL ABUSE AND THREATS

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

- Parent contact and loss of privileges
- In-School Suspension (1 to 5 days)
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

THREATS TO A SCHOOL EMPLOYEE

A student shall not threaten a school employee verbally or physically. ARK Law 5-13-201. 5-13-202, 6-17-106, ACT 1243 of 1997

- Parent Contact/ Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

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.

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.

The following pages describe the Fordyce School District policies that meet the requirements noted in the Arkansas laws defined below:

Arkansas Code 6-18-514 requires local school boards to adopt policies to prevent bullying and pupil harassment. The statute provides clear definitions of the following terms to be used by local school boards: bullying, electronic acts, harassment and substantial disruption. Local policies shall include a clear definition of conduct that constitutes bullying (as defined in the statute) and prohibit bullying while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, and at school-sanctioned events. In addition, the policy shall prohibit bullying by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment" (Cyber Bullying). The policy shall apply to the electronic act whether or not it originated on school property or with school equipment, if it 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."

Code 6-18-514 also stipulates that local bullying policies have the following provisions: (1) to state the consequences for engaging in prohibited behavior, (2) require employees to report incidents to the principal, (3) require those filing a complaint to not be subject to retaliation and provide immunity from any tort liability arising from the failure to remedy the reported incident, (4) require notices about the policy to be posted in each classroom, cafeteria, restroom, gymnasium, auditorium and school bus, and (5) require copies of the in-school bullying notice be provided to parents, with a full policy available upon request. Policies must be filed with the Department of Education, with the State Board of Education providing review and recommended changes and/or improvements.

Definition of Bullying:

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 if there is 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 means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

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

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

Examples of "Bullying" 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.

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

Cyberbullying: *Cyberbullying* is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling or social networking web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Fordyce School District recognizes that cyber bullying can be particularly devastating to young people because:

- cyberbullies more easily hide behind the anonymity that the Internet provides;
- cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- cyberbullies do not have to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but been erased when it comes to cyberbullying activity.

In accordance with Arkansas State law, this includes electronic acts that do not originate on campus, during the school day, or on school-owned equipment. (§ 6-18-514)

Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web sites. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

ACTIONS for BULLYING OFFENSES:

- Parent contact/loss of privileges and 1st Bullying letter
- In-School Suspension (1-5 days) and 2nd Bullying letter
- Out of School Suspension (1 to 10 days) and 3rd Bullying letter
- Recommendation for Expulsion

COMMUNICATING A 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:

- The person communicates a death threat to an employee or student of a school;
 - The threat involves the use of a firearm or other deadly weapon;
 - A reasonable person would believe the person making the threat intends to carry out the threat;
 - The person making the threat purposely engages in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act;
 - 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 20

ACTIONS:

- Parent Conference/Referral to School Counselor
- Out of School Suspension (1 to 10 day)
- Recommendation for expulsion
- Referral to legal authorities

PHYSICAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

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. ARK Law 5-13-201, 5-13202, 6-17-106, ACT 1243 of 1997

- Parent Contact/ Out of School Suspension (1 to 10 days)
- Recommendation for expulsion
- Referral to legal 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, 6-17106, ACT 1243 of 1997

- Parent Contact/ Out of School Suspension (1 to 10 days)
- Recommendation for expulsion
- Referral to legal authorities

STUDENT VERBAL ABUSE AND THREATS

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

- Parent contact and loss of privileges
- In-School Suspension (1-5 days)
- Out of School Suspension (1 to 10 days)
- Recommendation for expulsion
- Referral to legal authorities

THREATS TO A SCHOOL EMPLOYEE

A student shall not threaten a school employee verbally or physically. ARK Law 5-13-201, 5-13-202, 6-17-106, ACT 1243 of 1997

- Referral to legal authorities
- Parent contact/ Out of School Suspension (1 to 10 days)
- Recommendation for expulsion

SEARCH, SEIZURE, AND INTERROGATIONS

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

School property shall include, but not be limited to, lockers, desks, back packs 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.

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 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.

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:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to or rejection of, such conduct by an individual is used as the basis for Academic decisions affecting that individual; and/or
- 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 complaint 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

- Parent contact and loss of privileges and 1st Sexual Harassment letter
- In School Suspension (ISS) up to 5 days and 2nd Sexual Harassment letter
- Out of School Suspension (1 to 10 days) and 3rd Sexual Harassment letter
- Recommendation for expulsion.

SMOKING, SMOKELESS TOBACCO, and VAPING

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 lighted 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.

ELEMENTARY SCHOOL STUDENTS (Grades K-6)

First or subsequent offenses may result in any or all of the following:

Confiscate tobacco products, parental conference, meet with abuse educator or designated staff, notify police, detention which may include a tobacco prevention component. In-School Suspension (1-5) days. Offer student resources for available cessation programs, Out of School Suspension (1 to 10 days).

FACULTY/STAFF

Faculty and staff include: administrators, teachers, secretaries, bus drivers, cafeteria workers, aides and janitors, etc. Those staff members violating this policy will be subject to the following procedures:

- A written warning by the appropriate administrator. Offer cessation resource information for available programs.
- A formal reprimand by the appropriate administrator and a letter of same to be placed in personnel file. Offer cessation resource information for available programs.
- Meeting with school board and possible leave without pay or dismissal. Offer cessation resource information for available programs.

VISITORS

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

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

Student Policy for Computer Use and Internet Access Fordyce Public School District

Purpose

All computer resources and facilities of Fordyce Public School District 2002000 shall be used solely for legitimate and authorized academic, instructional, research and public service purposes. District computer systems and networks are provided for actively enrolled students as a part of the academic program. Students are encouraged to become proficient in the use of the computers as a means of enhancing their educational experience. The District provides a high-speed link to the Internet for academic use only. The District's Internet provider maintains a filtering database to block controversial and/or explicit material from being accessed by students. However, widespread student use also necessitates certain rules of computer conduct. Use of computer and Internet resources is a privilege, not a right. Therefore access to computer and Internet resources may be disabled, suspended or revoked if abused.

Students have a responsibility to use the school's computer resources in an efficient, ethical, and lawful manner. Upon identifying a violation of this policy that constitutes an immediate, clear danger to the District's computer systems or networks the Information Technology Department may immediately limit or suspend a student's access to school computer resources while the infraction is being investigated.

The District may monitor student user accounts, files, printing, Internet history, and/or login sessions for appropriate management purposes. Such purposes include but are not limited to performing archival and recovery procedures, evaluating system performance, compliance and ensuring system integrity and security.

Requirement for Access

The District will not grant access to computers or Internet resources without prior authorization of the student's parent or guardian. The student and parent/guardian must completely read, understand and accept this policy in full. A completed agreement slip must be signed by both the parent/guardian and student and returned to the Technology Department. A Network account will then be given to the student to access the school's computer and Internet resources.

Warranties

User data are considered his/her property, and therefore are his/her responsibility. While efforts are made to ensure that reasonable security procedures are carried out, the District and its personnel shall not be held liable for damage to, theft of, or loss of, user data by means of procedural error, equipment malfunction, vandalism, or natural or man-made disaster.

With regard to Internet access, Fordyce Public School District and its employees make no warranties of any kind, whether expressed or implied for the service it is providing and will not be responsible for damages to parents, guardians, or students that might incur. This includes loss of data or service interruptions. The District specifically denies any responsibility for the accuracy or quality of information obtained through Internet use.

Computer Use Policy

Procedure

1. Before using the computer check the computer station. Notify the monitoring teacher if anything is damaged or missing.
2. Use only the applications that have been installed by District personnel.
3. Use the computers and printers for educational purposes. Responsible consumption of computer supplies must be observed. A school assignment has an educational purpose. Other reasons for consuming supplies, such as printer paper/toner, must be approved by the monitoring teacher.
4. Do not change the configuration of computer hardware, remove or replace cables of any kind, attach devices of any kind, change monitor settings, or modify computer hardware in any way. Changes of computer hardware configurations may be done only by the Information Technology Department.
5. Use only your own account and password for all computer work. Do not share your account and password with others. Damage or loss of personal files, even sabotage, can result from allowing others to use your account and password.
6. Do not use electronic devices such as a portable audio device in the computer laboratory. Food and/or beverage are not to be consumed around computer equipment.
7. Adhere to copyright laws. Users are expected to respect copyright laws, which govern the use, copying of software, citing of information and attributing authorship.
8. Backup important files to a floppy disk. Although files may be saved to the network server, it is the student's responsibility to take the necessary precautions to prevent loss of data.
9. For security exit all applications and log off the computer properly.
10. When you finish, clean up the area, set the computer as it was, push in the chair and make sure the printer area is cleaned up. Unwanted printouts should be recycled.

Rules and Regulations

The District has a right and duty to protect its valuable computer resources and to restrict student access to uses that are solely related to the students' academic programs. The District reserves the right to define what are unauthorized student uses.

UNAUTHORIZED USES for students include but are not limited to the following:

- Computer games that are not assigned course work;
- Installation of personal software;
- Entering chat rooms or instant messaging & "Cyber Bullying"
- Development or transmitting of chain letters;
- Entering or transmitting of commercial advertisements or solicitations;
- Entering or transmitting of obscene material;
- Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;
- Sharing one's own computer account with others, using another person's accounts, or copying, modifying, replacing, or deleting any other user's files;
- Violation of copyright laws or using or copying software in ways that violate the terms of the license;
- Entering, creating or transmitting computer viruses or any form of intentionally destructive programs;
- Intentional disruption of network services;
- Connecting/Disconnecting any device to the network or computer without permission;
- Modification of existing software used for system/network monitoring and management, or installation/possession of monitoring/management software;
- Physically harming or defacing District computer equipment;

- Printing of materials that have no academic or educational purpose;
 - Downloading, transfer and/or storage of computer programs (compressed or uncompressed), executable files, batch files, or command files;
 - Storage of personal files that serve no educational purpose;
 - Gaining access to unsupervised laboratories;
 - Use of computer equipment designated for the use of school personnel;
- Users are responsible for the security of their own account and password. Consequently, account owners are responsible for actions taken from their account by any person, whether or not the action was taken with the owner's knowledge or permission. Actions that violate these policies can result in immediate disabling, suspension, and/or revocation of the account owner's privileges.
 - Any person who has been authorized to use the computing resources shall be expected to regard all copyrighted personal or proprietary information, which may thereby become available to him/her as confidential, unless he/she obtains from the owner written permission to copy, modify, or otherwise use any part of it. Any software, for which the District has obtained a license, will be used in accordance with the terms of the license.
 - Each user's data are considered his/her private property. Users shall therefore not attempt to access, copy, modify, replace, delete or otherwise make use of any other user's account or its contents. Users also shall not harass other users, nor subject other users to obscene or offensive language through the network.
 - Users shall not attempt to copy, modify, replace, delete or gain unauthorized access to any software component or data file that is part of, or is used by, the computer operating system and/or computer/network management programs.
 - Users must not attempt unauthorized modification or repair of any equipment owned or controlled by the District. No equipment will be connected to or disconnected from the network without prior, written permission from the Information Technology Department.
 - Students are required to adhere to any notices or bulletins from the Information Technology Department that may be posted. This would include electronic or paper notices that may appear on or within equipment or posted in rooms.

The District and its authorized personnel reserve the right to perform computer resource management functions, which include but are not limited to: setting priorities on the use of District computer facilities, establishing expiration dates and size restrictions for user files and accounts and limiting or denying access to computer resources when system maintenance or repairs are required, or when environmental conditions present a risk to users or equipment.

A student's network account will remain active until the student graduates. At which time the account and files saved within the student's network store will be deleted. If a student transfers out-of-district or is removed from our enrollment for any other reason, the account and files will be deleted. It is the students' responsibility to backup their files to disk and bring them home before they depart, if they wish to keep them.

Internet Use Policy

Guidelines

In addition to local resources, Fordyce Public School District provides access to the Internet. While there is access to a multitude of beneficial informational resources, some material may not be appropriate. To restrict access to controversial media the system uses blocking software as a precaution. Parents or Guardians are encouraged to discuss these responsibilities with their children and advise them on the possible controversial and negative aspects of this technology.

Acceptable Use

The purpose of this technology is to foster research and education. The transmission of any material in violation of United States or state regulation is strictly prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret.

Privileges

Internet users enjoy certain rights and privileges, which include:

- **Safety:** To the greatest extent possible the students will be protected from harassment and unwanted contact. Users are instructed not to give out their home address, phone number, credit card information or password. However, making the Internet available to students carries with it the potential that users may encounter information that some have identified as controversial and of potential harm. Because information on the Internet appears, disappears, and changes, creating a “safe environment” is impossible, and implying that it is being done is a disservice to students, parents or guardians. The school’s focus is to provide the understanding and skills needed to use the Internet in ways appropriate to students’ educational and recreational needs rather than to control the environment.
- **Intellectual freedom:** Within the framework of responsibilities listed below, this is a free and open forum for expression, including viewpoints that are unorthodox or unpopular. Considerate and respectful disagreement is welcome.

Use of the Internet is a privilege not a right. Inappropriate use of this resource will result in a cancellation of this privilege and/or disciplinary sanctions. Inappropriate use of the Internet will result in disciplinary sanctions.

Rules and Regulations

- Use of appropriate language is required. Profanity or obscenity in written communication over the Internet is inappropriate as it is in all areas of school life.
- Accessing or downloading offensive or sexually explicit material is prohibited, as is behavior that is harassing or antisocial.
- Downloading is limited to documents for school use only.
- The use of gaming, chat room or messaging software is prohibited.
- Adhere to copyright laws. Users are expected to respect copyright issues regarding downloading and use of software, retrieval and citing of information and attributing authorship.
- Use of the Internet for any illegal activities is prohibited. Illegal activities include, but are not limited to: libel, unauthorized entry into computers, or deliberate vandalism or destruction of computer files.
- Impersonation and anonymity are not permitted. Users must take responsibility for their actions and words.
- Exemplary behavior is expected on “virtual field trips”. When “visiting” locations on the Internet, students must act according to all the guidelines in the Fordyce Public School District Handbook.
- Use of the Internet during instruction is prohibited. The teacher has the right to suspend or commence Internet privileges during their class period.

Consequences for Computer and Internet Use Infractions

- First violation of one item on either agreement will result in loss of user privilege for ten (10) school days.
- Second violation of one item on either agreement will result in loss of user privilege for twenty (20) school days.
- Subsequent violations of one item on either agreement will result in loss of user privilege for the remainder of the academic year.
- First violation of multiple items on either agreement will result in loss of user privilege for thirty (30) school days.
- Second violation of multiple items on either agreement will result in loss of user privilege for the remainder of the academic year.

If a student is enrolled in a course in which computer use is essential to accomplishing the required work, the student must arrange to complete the work outside of school, or he or she may withdraw from the course with a “W” posted on the student’s transcript.

Arkansas law states:

5-41-203. Unlawful interference with access to computer – Unlawful use or access to computers.
<http://www.internetlibrary.com/statuteitem.cfm?Num=13>

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.

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

- Alternative Placement Immediately
- Legal avenues
- SAYS (South Arkansas Youth Services)
- Rehabilitation Office (if age appropriate)
- Expulsion with homebound instruction

Procedure to follow if alternate placement is deemed appropriate:

- Person attending the IEP conference must have knowledge of the:
 - Handicapped student
 - Meaning of the gathered data regarding the student
 - Placement options
- Purpose of the meeting
- 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 clothes that are modest and appropriate for a public school which do not distract from the learning environment of the classroom. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that disrupts the normal operation of the classroom and school is not acceptable.

- Pants/slacks with no holes/slits/tears above the knees and **NO SAGGING**. Pants fit at the waist and do not show underwear or shorts.
- Shoes with rollers on the bottom will not be allowed. No house shoes (only if the day is designated for pajama day)
- Dresses, skirts, shorts that have no holes, slits or tears.
- Shirts and blouses with a body length which will cover the waist with no openings or slits and which are not "fishnet".
- No spaghetti strap blouses, off the shoulder blouses
- Spandex/leggings, etc. worn under acceptable dresses, skirts, and shorts.
- Caps, hats, and sunglasses are not to be worn in any school building.
- Clothing with no vulgar, obscene, suggestive, or offensive messages, or which advertise or support drugs, alcohol, or tobacco.
- All clothing must be properly worn; snaps will be snapped, buckles will be buckled, buttons will be buttoned, etc.
- No short shorts (daisy dukes, etc.)

DRESS CODE VIOLATION CONSEQUENCES:

- Parent contact and loss of privileges
- ISS-In School Suspension (1-5 days)
- Out of School Suspension (1 to 10 days)

We will make an attempt to contact parents in order to bring acceptable clothing so the student will not miss class time. We may also give them something to wear until acceptable clothing arrives. If the student refuse to put on clothing that is offered, he/she will be sent to ISS until clothing arrives.

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 are occurring 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:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes Representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- 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.

- Out of School Suspension (1 to 10 days)
- 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

- Out of School Suspension (up to 10 days) pending an investigation by school officials and law enforcement agencies.
- Students found guilty of violating the Alcohol/Drug policy will be recommended for expulsion.
- First offenders may be allowed to return to school if student and parents complete a counseling rehabilitation program approved by school authorities.
- 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

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

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.

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.

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. 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 (10) day period shall be destroyed by the nurse with a witness present.

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

- 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.
- 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.
- A consent form must be signed prior to any medication being administered at school. Handwritten notes are not acceptable.
- Permission for administering long-term medications must be renewed annually.
- 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.
- 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.

ASTHMA INHALERS AND AUTO-INJECTABLE EPINEPHRINE

We ask that parents make all staff members aware of children who have asthma

The parent or guardian of a student, who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school-sponsored activity. The 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-injectable epinephrine, or both, on his or her person.

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with appropriate medical documentation, which shall include: evidence that the asthma inhaler or auto-injectable epinephrine, or both, have been prescribed by a health care practitioner with prescriptive privileges and evidence that the student needs to carry the asthma inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition.

All medical documentation provided with regard to a student who carries an asthma inhaler or auto-injectable epinephrine, or both, shall be kept on file at the school the student attends in a location that is readily accessible in the event of an asthma or anaphylaxis emergency. A student's asthma inhaler or auto-injectable epinephrine, or both, shall be supplied by the student's parent or guardian and shall be stored and transported in its original prescription-labeled container.

The student shall demonstrate to the health care practitioner who wrote the prescription and the school nurse, if the school nurse is available, the skill level and responsibility necessary to use and administer the asthma inhaler or auto-injectable epinephrine, or both.

A student with asthma is not required by this section or any related rule or school procedure to carry the student's asthma inhaler or auto-injectable epinephrine, or both, on his or her person. a student with asthma does not carry the student's asthma inhaler or auto-injectable epinephrine.

or both, on his or her person, then the student's parent or guardian shall provide the school with appropriate 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-injectable epinephrine, or both, on his or her person may 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 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: required as a condition of attendance; administered by the school and scheduled by the school in advance; and 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.

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 FES school nurse.

PEANUT-FREE POLICY

The Fordyce School board recognizes that peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy and the safety of the District. In order to protect those students, staff, employees, visitor and guests of the District from an environment that may be harmful to them because of such an allergy, and because of possible harm to personal well- being, the Board hereby prohibits the use, serving, or selling peanuts, peanut butter or any product containing peanuts or peanut oil by staff members, employees, visitors, or guests in the Fordyce building.

Parents will still be allowed to send peanut products in student lunches and the student may sit in the designated "peanut" area.

For purposes of this policy, "Peanuts" will mean all nuts and peanuts including products that use or contain nuts and peanuts, or use peanut oils.

The Board hereby directs the superintendent to formulate any other necessary rules and procedures to ensure the enforcement and implementation of this peanut free policy.

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 (tuck and cover position) 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.

CAFETERIA

This school year the Fordyce School District will be doing a new program for breakfast and Lunch called CEP (Community Eligibility Provision). Everyone will be allowed to eat in the cafeteria free.

Breakfast and lunch are prepared daily in our cafeteria. Breakfast is served from 7:30 a.m. until 7:50 a.m.; K-3 Lunch is served from 11:00 a.m. until 11:20 a.m., 4th-6th grade lunch is served from 11:20-11:40. Children are supervised by duty teachers while in the cafeteria. Parents if you still owe a charge in the cafeteria from the 2017-2018 school year, you are still required to pay those charges. If you want your child to eat breakfast, **PLEASE** make sure they are here before 7:50 am. The cafeteria stops serving breakfast in order to prepare for lunch.

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.

- Advertising may be accepted for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
- Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
- Prohibited publications include:
 - Those that are obscene as to minors;
 - 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;
 - Those that constitute an unwarranted invasion of privacy as defined by state law,
 - Publications that suggest or urge the commission of unlawful acts on the school premises;
 - Publications which suggest or urge the violation of lawful school regulations;
 - Hate literature that scunilously 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 not contain any non-educational advertisements. Additionally, student web publications shall; 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. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Non-school Literature, Publications, and Materials

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

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

The regulations shall:

- Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression.
- Be uniformly applied to all forms of non-school materials.
- Allow no interference with classes or school activities.
- Specify times, places, and manner where distribution may and may not occur.
- Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
- Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 10 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, unless there are extenuating circumstances.

FINES/CHARGES

Any student who has unpaid fines or charges will not be allowed to check out library books **or receive report cards.**

HANDBOOKS

All students are issued a handbook at the beginning of the school year. The handbook is available for viewing **on our** District's web page. Lost or extra handbooks may be purchased in the office for a fee to be determined by the Principal (not more than \$5.00).

PARTIES

Each year Fordyce Elementary School will have two to three parties, Halloween, Christmas, and Valentine's Day. This all depends on the school calendar and how the days will fall. Room mothers and volunteers help organize these in cooperation with the classroom teacher. **Birthday parties will not be allowed 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. The school also have automated phone messages that will be sent out to students that have a phone number on file, so please be sure you have a working number and if you change numbers, please notify the school so you will not be left out of contacts when they are made. 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.

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.

TOYS

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

VISITATION

We encourage you to visit school whenever possible. Because the school feels a responsibility for protecting your child from contact with unauthorized persons, it is important that you check at the office before going to the classroom.

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 Elementary 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 erased 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 (1-PCO) 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 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 Parent Advisory Board. 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 Elementary also promotes parent involvement through our annual Orientation and Open House at the beginning of each school year. We also encourage our parents/guardians to attend our annual family nights for Math, Science, and Literacy.

RESOLUTIONS FOR PARENTAL CONCERNS AND TEACHER CONTACT

Fordyce Elementary Parents are invited to resolve any issue or concern by being provided with the opportunity to meet with the principal and/or teachers during the teacher's planning time. Every effort will be made to help the parent resolve their concerns or issues by setting up an appointment during times that will not take the teacher away from instructional time.

Teachers send home weekly folders and notes and are encouraged to make phone calls and send post cards to report to the parent positive and any other information that is needed in order to keep the lines of communication open. The use of e-school grading system is available so that parents are able view information about their child on-line.

Parents are asked to be as accommodating with us as we are with them because this allows us to work together as a team for the success of the student.

FORDYCE ELEMENTARY 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 been given and/or read the Fordyce Elementary School Student Handbook for student conduct, promotion, retention, and policies. Although we may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at school-sponsored activities. In the event that we are not certain of some aspect of school policy, we will contact the principal for clarification within one week after receipt of that policy.

Parent/Guardian Signature

Student Signature

Fordyce School District
STUDENT/TEACHER/PARENT CONTRACT
2018-19

PARENT/GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Carefully review the Student Handbook
- Read through the notes and papers in my child's weekly folder.
- See that my child is at school on time and attends school regularly
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well-lit place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Provide a library card for my child.
- Read with my child and let my child see me read.
- Communicate regularly with my child and his/her teacher
- Participate, as appropriate, in decisions relating to the education of my child.

Signature: _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school to learn.
- Attend school regularly. Listen to my teachers.
- Come to school each day with pens, pencils, paper, and the necessary tools for learning.
- Take home necessary tools for studying
- Complete and return homework assignments on time.
- Observe regular study hours and read regularly.
- Follow all school and classroom rules.
- Respect everyone.

Signature: _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
Engage students in the learning process.

Signature: _____

STUDENT INTERNET USE AGREEMENT

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

School _____ 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 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 district's 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 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:
 5. using the Internet for other than educational purposes;
 6. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 7. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 8. making unauthorized copies of computer software;
 9. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 10. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others
 11. posting anonymous messages on the system;
 12. using encryption software;
 13. wasteful use of limited resources provided by the school including paper;
 14. causing congestion of the network through lengthy downloads of files;
 15. vandalizing data of another user; obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 16. gaining or attempting to gain unauthorized access to resources or files;
 17. identifying oneself with another person's name or password using an account or password of another user without proper authorization
 18. invading the privacy of individuals
 19. 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.
 20. Using the network for financial or commercial gain without district permission;
 21. Theft or vandalism of data, equipment, or intellectual property;
 22. Attempting to gain access or gaining access to student records, grades, or files;
 23. Introducing a virus to, or otherwise improperly tampering with the system;

24. Degrading or disrupting equipment or system performance;
25. Creating a web page or associating a web page with the school or school district without proper authorization;
26. Providing access to the District's Internet Access to unauthorized individuals;
27. Failing to obey school or classroom Internet use rules; or
28. 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.

29. 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.

30. 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.

31. 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.

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

Fordyce Elementary School has my permission to post my child's photograph as Student of the Month and other pictures as needed for instructional purposes.

Name of Student: _____

Signature of Parent: _____

Date: _____

PUBLICATION OF DIRECTORY INFORMATION

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

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

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

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

My objection is to the disclosure or publication of directory information to

Military recruiters' _____

Public and school sources _____

Both military recruiters and public school sources _____

Name of Student (Printed)

Signature of Parent

Date: _____

Parental Involvement/Volunteer Survey

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

- ___ Volunteer in your child's classroom
- ___ Read AR test in the library or classroom
- ___ File papers for teachers
- ___ Parent Advisory Committee
- ___ Handbook Committee
- ___ Help with Playground duty
- ___ AR Activities (End of School Year)
- ___ Read to students
- ___ Helping students with class assignments/homework
- ___ Homeroom Parent (Parties)

Time available:

___ AM ___ PM ___ All Day

How many times weekly: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___

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

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

Student's Name (printed) _____

Name of Student's Teacher _____

Parent/Guardian Name _____

Phone Number of Parent _____

Email Address of Parent _____

**Fordyce Elementary School
350 Redbug Circle
Fordyce, AR 71742
870-352-2816 or 870-352-3302
Rhonda Lawson, Principal
Lena Rogers, Assistant Principal**

Handbook Acknowledgment

Parent(s)/Guardian of _____ , Do acknowledge that

_____ I have access to a computer and agree to access the 2018-19 FES handbook online.

_____ I do not have access to a computer and I am requesting a hard copy of the 2018-19 FES handbook.

_____ I agree to send the signature pages 64-71 back to school by my student.

Signature: _____

Date: _____

Local Field Trips Permission Slip

This will serve as permission for my child to attend field trips locally (In town/Kingsland Elementary School) when it is approved by the administration. You will be notified by the teacher if a trip is to take place. A separate permission slip will not be sent. This will serve for the 2018-19 school year.

Parent/Guardian Signature: _____

Student's Name: _____ Grade: _____
