

FORDYCE HIGH SCHOOL



STUDENT HANDBOOK

2018-2019

Superintendent: Dr. Judy Hubbell

Principal: Chase McCollum

Assistant Principal: Mark Price

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Fordyce High School Mission Statement

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

FHS Core Beliefs

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

School Mascot

Redbug

School Colors

Red & Black

Board of Education

Don Harris – President
Silas Warner – Vice President
Deborah Mathews - Secretary
Scott Smith
Jessica Young

Administration

Superintendent Dr. Judy Hubbell
Principal.....Mr. Chase McCollum
Assistant Principal Mr. Mark Price
Dean of Students.....Mr. Mitchell Musgrove

Fordyce High School Bell Schedule

| | |
|----------------|---------------------|
| 7:45 | First Bell |
| 7:50 to 8:45 | First Period |
| 8:50 to 9:45 | Second Period |
| 9:49 to 10:44 | Third Period |
| 10:48 to 11:43 | Fourth Period |
| 11:43 to 12:16 | Lunch (7th & 8th) |
| 11:48 to 12:43 | Fifth Period (9-12) |
| 12:43 to 1:16 | Lunch (9th-12th) |
| 12:21 to 1:16 | Fifth Period (7-8) |
| 1:20 to 2:15 | Sixth Period |
| 2:20 to 3:15 | Seventh Period |

Phone Numbers

| | |
|--------------------------------|--------------|
| Superintendent's Office | 870-352-3005 |
| High School Principal's Office | 870-352-2126 |
| Cafeteria | 870-352-5275 |
| FHS Counselor | 870-352-5615 |
| Student Services | 870-352-5004 |
| Band Director | 870-352-7655 |
| Athletics | 870-352-2623 |
| EAST Lab | 870-352-3490 |
| FHS FAX | 870-352-3953 |

School Website

www.fordyceschools.org

STUDENT RIGHTS AND RESPONSIBILITIES

The Fordyce School Board believes that students have rights that should be considered and respected. It also believes that every right carries with it certain responsibilities. Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing their education. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

If all rights and responsibilities of all individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of all students. If the policy guidelines adopted by the School Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

Students have the right to:

- 1) Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school process.
- 2) Participation in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to compete on an equal basis.
- 3) Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- 4) Express views of protest symbolically so long as the manner of expression does not interfere with orderly operation of the school or the rights of others.
- 5) Participate in patriotic exercises or refrain from participating.
- 6) Be secure in their persons, paper, and effects against unreasonable searches and seizures, have privacy in regard to their personal possessions unless there is a reasonable suspicion that the student is concealing materials prohibited by law.
- 7) Determine his/her own dress, except where such dress is unsafe or is so distracting as to clearly interfere with the learning process.

Students have the responsibility to:

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

STUDENT DISCIPLINE

Discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be done in as positive a manner as possible. Positive means of working with students include individual discussion and counseling, involvement of students in defining acceptable behavior standard, involvement of parents of the individual in cases where a student has exhibited lack of responsibility or self-discipline. The principal and faculty of each school will always be in a position to take disciplinary action. That disciplinary action will contribute to the general welfare of the school or class as a whole and will be directed toward the positive improvements of citizenship of the group or of the individual involved.

It is the student's responsibility to cooperate with the teachers at Fordyce High School so that the teaching efforts may be successful. Each student will be held responsible for his/her behavior and must accept the consequences for his/her actions. When positive efforts have not succeeded in correcting a student's behavior in relation to his/her learning environment, the following measures are authorized:

- 1) Student discipline may range from a minimum of a verbal reprimand to a maximum of recommendation for expulsion.
- 2) Detention
- 3) Confiscate items
- 4) Corporal punishment in accordance with Board regulations.
- 5) Suspension (In-School Suspension [ISS] or Out of School Suspension [OSS]) of the pupil in accordance with Board regulations.
- 6) Expulsion of the pupil in accordance with Board regulations.

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

Detention: The Principal or designee may assign students to lunch detention for violation of handbook policy. THE FOLLOWING CONDITIONS APPLY FOR ANY ASSIGNED DETENTION.

- 1) The student must be present and on time on the day the detention is assigned.
- 2) If a student skips detention or fails to make arrangements with the teacher or principal, the student will be assigned double detention.
- 3) Student skipping detention for a second time in a semester, will be suspended (ISS/OSS).
- 4) If the student does not conform to work habits or study habits expected by the detention supervisor, he/she will be asked to leave and will be assigned to double detention or suspension.
- 5) Lunch will be eaten in detention. At the parent's expense, lunch will be provided from the cafeteria. Students MAY NOT bring their lunch or have lunch delivered when assigned detention.

A student may receive a maximum of three (3) days of detention during each nine week grading period. Each subsequent day of detention assignment in the same 9-week period will result in one (1) day of In-School Suspension.

Corporal Punishment: Corporal punishment may be administered by a certified employee of the district to any pupil for disruptive behavior or unmanageable conduct, insubordination, profane, violent, vulgar, or insulting language, or other conduct that would tend to disrupt the educational process. The Board directs that corporal (physical) punishment, when deemed necessary, will be administered as follows:

- 1) Except for those acts of misconduct, which are so antisocial or disruptive in nature as to shock, the conscience. Corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by means other than corporal punishment, and unless the pupil has been told that a continuation or repetition of his behavior shall lead to corporal punishment.
- 2) It will be administered in the presence of the building principal (or his designee), as a witness who shall be advised, in the presence of the student, the reason for the punishment.
- 3) It will not be administered in the presence of other students nor will it be excessive.
- 4) It will be administered to the lower posterior only.
- 5) Refusal of corporal punishment will result in suspension.
- 6) In the event the principal is absent, a written report will be filed. This report will be signed by the employee administering the corporal punishment and include the name of the witness.
- 7) On request, the parent shall be informed in writing, of the reason for the punishment and the name of the witness.

SUSPENSION: (ACT 742 OF 1997)

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

OSS may be assigned for up to 10 days.

The principal may temporarily dismiss a student from class for disciplinary reasons. The principal will determine whether to reinstate the student in class, reassign him/her, or take further disciplinary action. The custodial 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 readmitted, unless the principal has been contacted and given satisfactory reasons why the parent or guardian cannot appear.

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.

Students who are assigned OSS will NOT be allowed to make up their work and will receive a zero for all missed work.

In-School Suspension (ISS): A student in attendance in the ISS program is counted present at school and is given the opportunity to complete his/her classroom work. In-school suspensions will be assigned by the principal or his/her designee depending upon the frequency and severity of the offense.

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

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

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

- ISS students must bring pencil, paper, and all their books on the first day of their assignment.
- Students will retrieve books needed for ISS as soon as they are placed in ISS
- ISS students must report to the ISS classroom at the beginning of the regularly scheduled day and will be dismissed at the end of the regularly scheduled day.
- Students assigned to ISS will not be allowed to keep in their possession items that could be distracting- These items must be checked in with the ISS teacher.
- ISS students must complete all work assigned by their classroom teachers and ISS teacher before they can be considered to have successfully completed their assigned term in ISS.
- 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 in ISS will result in an immediate out-of-school suspension.
- All students must comply with student handbook policies i.e., dress code, tardiness, and with the guidelines established by the ISS teachers.

A student may receive a maximum of ten (10) days of In-School Suspension per school year. The eleventh and each subsequent day(s) of In-School Suspension will result in one (1) day of Out-of-School Suspension.

Student Expulsion: (ACT 742 OF 1997) The Board of Education is authorized to expel a student for the remainder of the school year for conduct it deems to be of such gravity as to make a relatively short temporary suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptable, disruptive to the educational process, or would be attended with unreasonable danger to the other students and/or faculty members.

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

The President of the Board, or in his absence another member selected by the Board, shall preside at the hearing which will be a public hearing. The student shall be entitled to representation by a lawyer, or lay counsel. The Superintendent, or his designee, may present any evidence, including statements of those persons having personal knowledge of the event or circumstances giving rise to the expulsion recommendation at the hearing. The Student, or his representative, may then present statements of any persons with any knowledge of events or circumstances relevant to the issue. Normally, cross-examination will not be permitted. However, if during the course of the hearing the Board determines that credibility of any of the witnesses is an issue, then the Board will permit cross-examination by student and the Superintendent (or their representative) of those witnesses as to whom credibility has become an issue.

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

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

Administrative Policy on Student Hearings Held in Executive Session: When a student expulsion hearing is held in executive session, the administration shall adhere to the following:

- The administration shall present their reasons for recommending expulsion.
- Following the administration'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.

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

- 1) On each school campus the appropriate staff members will be made aware of those students who are receiving special services of the district.
- 2) Class cooperation between special services teachers, classroom teachers, counselors, principals, and parents concerning the special students' educational and behavior program is necessary.
- 3) The IEP (Individual Education Plan) team for the handicapped students should consider whether discipline should be adopted/included as part of the student's IEP.
- 4) When recurring problems, such as nonattendance, truancy, tardiness, or persistent discipline problems cannot be worked through preventive discipline procedures with a handicapped student, the Special Education Supervisor shall be notified.

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

- In emergency situations, suspension should be limited to duration of the emergency.
- Convene the IEP team to consider change in the program.
- Suspension (only in emergencies and for the duration of the emergency).
- SAYS (South Arkansas Youth Services)
- Home Suspension (assignment and monitoring)
- Long Term Suspension/Expulsion

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

Persons to attend the IEP meeting must have knowledge of:

- The handicapped student
- Meaning of the evaluation data regarding the student
- Placement options
- Parents and Student

Purpose of the meeting:

- Determine if the student's behavior is related to the student's handicap
- Determine if the student is appropriately placed
- Consider actions to be taken

The IEP meeting must be fully documented and the parents will be provided with written documentation of the meeting and the decisions reached.

Due Process: Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations, and to be informed of the appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite manner and to provide parents with correct information concerning their conduct. (Principals and teachers are responsible for notifying parents and students of conferences in cases involving suspensions and expulsion recommendations.) Parents have the responsibility to call principals for conferences when needed, and to arrange with proper school authorities for desired student hearings.

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

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

All persons who seek the advice and assistance of the equity coordinator shall have explained to them the informal and the formal grievance procedures available to them through the school district as well as the existence of external complaint procedures available through the state and federal agencies. Inquiries concerning this policy may be referred to the Fordyce School District Equity Coordinator, Fordyce School District, 100 Redbug Blvd., Fordyce, AR 71742

CHEMICAL SCREEN TEST POLICY FOR FORDYCE SCHOOLS: The Fordyce School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications.

Purpose of a Chemical Abuse Policy:

- 1) To allow the students of Fordyce Schools to know that the school is concerned about their total well-being. The School District is interested in helping students who may be having problems.
- 2) To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
- 3) To confirm and support state laws, which restrict the use of such mood-altering chemicals.
- 4) To assist students of Fordyce Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
- 5) To establish standards of conduct for students of Fordyce Schools who are considered leaders among their peers.
- 6) To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
- 7) To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
- 8) To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope: The provisions of this policy apply to students in Fordyce Schools in grades seven through twelve. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in the Fordyce School District.

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

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

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

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

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

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

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

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

Testing Procedure:

- 1) All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine

specimen will be directed to the collection site where the student will complete the necessary forms. Students who test positive will be required to sign an additional consent form. The following precautions will be taken, as appropriate, at the collection site:

- 2) The examinee will be positively identified.
- 3) The observer will ask the individual to remove any unnecessary outer garments (i.e.: coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e.: purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
- 4) The student will not be outside of the presence of the observer and not have access to faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed.
- 5) The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
- 6) At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
- 7) If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During the time, the student will remain in the vicinity of the collection area and under the observation of the district staff.
- 8) Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
- 9) Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

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

Manipulation or attempted manipulation of chemical screening: No student may manipulate or attempt to manipulate any part of the chemical screening process. Examples of this might include, *but are not limited to:* the introduction of foreign materials into the screening specimen, the dilution of the specimen, using a specimen from another student, and using a specimen that was collected prior to the screening date. Manipulation or attempted manipulation of any part of the chemical screening process, for any reason, will result in the student being subject to a mandatory suspension from school, and immediately disqualified from all extracurricular activities for the remainder of the semester.

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

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

First Positive Test: Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, and the student's head coach or sponsor. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or parent/legal guardian. The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any curricular or extracurricular activities that occur outside the regular school day or park on campus. Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probationary period. In order to regain eligibility after the thirty-one-day probationary period, the student must be tested again at the district's expense and a written copy of the results will be given to the Superintendent or his/her designee. If the test negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of the thirty-day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

Exception: A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

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

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

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

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

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

Pinnacle Point501-223-3322
Rivendell.....800-264-5640
Living Hope.....870-774-4673
Fordyce Counseling870-352-5122
The Bridgeway.....501-771-1500

STUDENT CONDUCT AND CONSEQUENCES

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

Habitual Misconduct: Any student who is referred to the office three times in one week may be suspended. ANY STUDENT WHO IS SUSPENDED FOR THE THIRD TIME IN ONE SCHOOL YEAR MAY BE RECOMMENDED FOR EXPULSION.

CONSEQUENCES

** These consequences are applicable to any and all inappropriate behavior and breach of conduct whether listed, implied or omitted in the following pages under Student Conduct Not Permitted.

Depending on the frequency and severity of student conduct not permitted, consequences for inappropriate behavior may include but is not limited to:

- | | |
|--------------------------------|---------------------------------|
| 1. Warning | 6. ISS* |
| 2. Confiscation of item(s) | 7. OSS* |
| 3. Parent notification/meeting | 8. Refer to legal authorities |
| 4. Detention | 9. Recommendation for expulsion |
| 5. Corporal punishment | |

***Parents or Guardians will be notified by phone and/or letter for any suspension.**

**** This is not a discipline ladder; it is a random list of consequences that may be utilized as necessary to maintain order and preserve the educational environment of the school.**

Tier I Infractions

These infractions are handled at the school level by the building principal or his/her designees using warnings, afternoon detention, or parent/teacher conference. **The minimum will be verbal reprimand and the maximum will be suspension.**

- 1st Offense – Verbal Reprimand
- 2nd Offense – Noon detention
- 3rd Offense – ISS
- Repeated Offenses - Suspension

Tier II Infractions

These infractions are considered violations that are more serious. Infractions of these rules will result in disciplinary action, including but not limited to, suspension or expulsion, restitution, and/or notification of law

enforcement officials. **The minimum will be afternoon detention and the maximum will be expulsion recommendation.**

- 1st Offense – Noon detention
- 2nd Offense – ISS
- 3rd Offense – Suspension
- Repeated Offenses – Expulsion Recommendation

Tier III Infractions

These infractions are considered violations that are very serious. Infractions of these rules will result in disciplinary action, including but not limited to, suspension, expulsion, restitution, and/or notification of law enforcement officials. **The minimum will be suspension and the maximum will be expulsion recommendation.**

- 1st Offense – ISS
- 2nd Offense – Suspension
- 3rd Offense – Expulsion

Tier IV Infractions

These infractions are those violations that are felonies or misdemeanors. The resulting disciplinary action is recommendation for expulsion

STUDENT CONDUCT NOT PERMITTED

Tier I Infractions

1. Tardy: A student shall be prompt in arriving at school and to assigned classes. Tardy means loss of instruction for the student and disruption of the learning process for the teacher and the other students in the affected class. Tardies will start over every 9 weeks. Students who are tardy will be assigned detention. Students who are tardy more than 5 times may be assigned ISS. Students who are more than 15 minutes tardy shall be counted absent.

2. Public display of affection: Affection such as embracing or kissing on the school grounds or at a school-sponsored activity will not be permitted.

3. Hall Passes: All students must have a hall pass from an administrator or a teacher to be in the halls. Students must sign out and in from their assigned area. This applies to student aids, athletes, annual staff members, Hi Times staff members, Student Council members, and any student who finds it necessary to enter the hall.

4. Interruptions/Distractions: No student is to interrupt a class without authority from office personnel, or be out of class without a valid hall pass.

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

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

in violation of this policy will have driving privileges suspended, parents' notification as well as other applicable consequences. Decals and registration permits may be purchased in the Principal's office.

SCHOOL TRAFFIC AND PARKING

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

STUDENT PARKING AREA

- Parking permits are sold in the office for five dollars. Students may not park on campus without a permit. If a vehicle is parked in the student parking area without a prominently displayed permit, the student responsible for the vehicle may subject to discipline.
- Students are limited to the area west of the boulevard for parking their vehicles (student parking area). All other parking areas are OFF LIMITS to students, including arena and teacher parking lots. The student parking area has a surfaced parking area. There will be NO parking of vehicles off the surfaced area AT ANY TIME. The area north of the parking lot is not to be used for student parking. The west side of the parking area, next to the track gates, or along the trees is a prohibited area for student parking. Redbug Boulevard is not to be used for student parking.
- Parking spaces may be assigned at the discretion of the principal. Students will follow all rules for safe driving while on campus, including the parking area. Motorcycles and bicycles will be parked inside their designated area in the student parking lot.

Tier II Infractions

7. Disregard of Directions or Instructions (Insubordination): Refusing reasonable directions or instructions of teachers, substitute teachers, principals, administrators, school bus drivers, or any other authorized personnel is considered insubordination.

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

9. Truancy: Students not in their assigned class or area will be considered truant. A student shall not be absent from school without parent and or school authorization or prior knowledge and consent by the building principal of the absence. Students failing to check out properly will be considered TRUANT and will be subject to suspension. (AR LAW 6-18-211, 6, -18-217) ACT 1308 of 1997

10. Students Verbal Abuse or Threats (including cursing/swearing): A student shall not use profane, violent, vulgar, abusive, or insulting language on school campus at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts that impinge upon the rights of others, or cause disruption of the educational process.

11. Forgery or Falsification of Information: A student will not forge or falsify any information such as grade information, attendance records, school passes, registration, homework assignments, or scheduling information.

12. Cell Phones, Messaging, Paging, Music (Audio), and other electronic devices including headphones and ear buds: Inappropriate use of cell phones is 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 devices including, but not limited to: cell phones, other electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices, including headphones and ear buds, so that the opportunity for learning in the district's schools may be enhanced. Possession of the device will be allowed at the teacher/sponsor's discretion for travel to and from an extracurricular activity

All students are forbidden from using communication and audio/music devices, cell phones, paging devices, beepers, or similar electronic communication devices at all times. All devices must be turned off and stored from the time the student arrives at school until the last bell of the day.

Students violating this policy shall have the device confiscated. Confiscated devices MUST be picked up at the principal's office by the student's parents or guardians. Students refusing to remit the entire cell phone and/or electronic device for confiscation purposes will be immediately suspended until further notice. Students have no right of privacy pertaining to the content contained on any cell phone or other electronic communication devices that have been confiscated. Students, who use school issued cell phone and/or computers or other electronic devices for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. (AR LAW 6-18-502)

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

Types of Clothing Appropriate for School Are:

- Pants/slacks with no holes/slits/tears more than the width of a dollar bill above the knees. NO SAGGING.
- Shorts, skirts, or dresses that have no holes/slits/tears and have a bottom edge (s) of fabric must meet the following guideline. The shorts, skirts, or dresses fabric must extend to no more than the width of a dollar bill above the kneecap. No exceptions!
- Shirts and blouses must have sleeves; NO SLEEVELESS. Shirt length must cover the waistband of the pants/skirt. Shirts and blouses must not reveal undergarments or the torso. Dresses, blouses, tops, etc., will not reveal any part of the breast. Dresses, blouses, tops, etc. will not be worn off the shoulder.
- Clothing with no vulgar, obscene, suggestive, or offensive messages, or which advertise or support drugs, alcohol, or tobacco.
- Headgear and sunglasses are not to be worn in any school building. (Boys & girls) These items will be confiscated for one week for the 1st offense; subsequent infractions will be subject to discipline as outlined in this handbook as well as confiscation of the item AND PARENTS WILL HAVE TO PICK THE ITEM UP IN THE PRINCIPAL'S OFFICE. Students who refuse to turn over items for confiscation will be suspended. While outside, caps/hats may be worn.
- Spandex/leggings/stirrup pants, etc., may only be worn under shorts, skirts, or dresses, blouses, tunics, etc. provided the outer garment covers the posterior AT ALL TIMES. Blouses and shirts must cover to the knees when wore separately with spandex, leggings, or stirrup pants.

- Sleepwear, pajamas, moo moos, nightgowns, robes, house shoes, etc., shall not be worn at school or school events.
- All clothing must be worn appropriately closed and secured FAILURE TO FOLLOW DRESS CODE WILL RESULT IN THE STUDENT BEING ASKED TO CHANGE CLOTHES, BEING SENT HOME TO CHANGE OR TO IN-SCHOOL SUSPENSION UNTIL THE STUDENT CHANGES INTO APPROPRIATE CLOTHING. Work missed may be made up for ½ credit unless OSS. SUBSEQUENT INFRACTIONS OF THIS POLICY WILL BE SUBJECT TO FURTHER DISCIPLINARY ACTION.

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

Any student found in violation will be sent to the office. If the student is in violation of any of the above, they will be asked to change/sent home to change and will have an be counted absence while they are not at school. Work may be made up for up to ½ credit unless OSS. If the student refuses to cooperate, or has repeat infractions then the student will be subject to further disciplinary action.

15. Cheating: Students shall not cheat or attempt to aid other students in cheating on any type of assignment, class work or tests, including standardized examinations. Students in violation will receive a zero for the assignment or test.

16. Plagiarism: Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work. Plagiarism, whether intentional or unintentional, will not be tolerated and will be treated the same. Students in violation will receive a zero for the assignment or test.

17. Loitering: Students will not linger aimlessly in the restrooms or hallways, in or around the bus, in the student or teacher parking areas, in the gym, band room, weight room, library or commons without immediate supervision of a coach, director, or sponsor. Suspended or expelled students are not to be in any school building, on any school campus, or at any school activity during suspension duration. (AR LAW 6-21-606/607)

18. Laser pointers: No student may possess a hand-held laser pointer or similar device unless under the direct supervision of a parent, guardian, or teacher. Any such device, when discovered by a school official, will be immediately confiscated and disciplinary action will be taken against the student.

Tier III Infractions

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

20. Physical Abuse or Assault by a Student on Another Student: A student shall not threaten or attempt to cause injury or physical harm to another student, and a student shall not beat or strike another student. (AR LAW 5-13-201, 5-13-2001, 6-17-106) ACT 1243 OF 1997

21. Pornography: Possession of pornographic materials or any form of objectionable, inappropriate material is not allowed in any form or on any device.

22. Gambling: Gambling in any form on school property is prohibited.

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

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

Definitions: For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette of any type, cigar, pipe, herbal cigarette (bidi/clove, kreket) e-cigarettes, vapor cigarette and any other smoking products and spit tobacco (also known as smokeless tobacco, dip, chew, and snuff), or 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, chewing spit tobacco, e-cigarettes, and vapor cigarettes. Students violating this policy may be suspended, or expelled and authorities notified. Confiscation of contraband and parent notification will take place.

The Fordyce School District, inclusive of all its building and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with or sponsored by the school. Possession or use of tobacco products by students on district property, in district vehicles and at school sponsored events (whether on or off district property) is prohibited at all times. The use of tobacco products by all visitors to the school district is prohibited. This includes non-school hours and all events sponsored by the school or others. Advertising for or 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.

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

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

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

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

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

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

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposefully inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion. ACA 5-14-101, sexual contact; 5-14-111, sexual indecency.

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

- DRUG: Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to, alcohol, marijuana, glue, or materials expressly prohibited by federal or state law;
- POSSESSION: Possession includes having the drug on the person, or in the immediate vicinity of the person, or among personal possessions (locker, car, etc.) of the individual;
- ABUSIVE USE: The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task;
- DRUG DOG VISITS: Students of Fordyce High School should be aware that the district has access to a registered drug dog. The dog is trained to locate alcohol, marijuana, and other illegal drugs. Periodic, unannounced visits to the school and school activities will be made by the dog and its handler in an effort to prevent possession of alcohol and other drugs on the school campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to district policy, local, state, and federal law. Due process will be observed in the administration of the policy.

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

Exception: Students will be allowed to keep their asthmatic inhaler if medically necessary, as documented by a medical professional. 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 from a medical professional for the student to carry an asthma inhaler or auto-injectable epinephrine, or both on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school sponsored activity. The authorizations shall be valid only for the duration of the school year at the school that the student is attending at the time the authorizations is provided. The authorization must be renewed for each school year or if the student changes schools in order for the student to carry an asthma inhaler or auto-injectable epinephrine, or both on his or her person.

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

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

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

A student is prohibited from sharing, transferring or in any way diverting his or her own medications to any other person. Students who violate this policy will be subject to disciplinary action. 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.

29. Bullying: Bullying is the repeated and systematic harassment and attacks on others. Bullying can also consist of a single interaction. The intention of bullying is to put a victim in distress in some way. Students who bully another person shall be subject to disciplinary action whether it occurs while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

30. 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. The 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.

Due to these reasons, the Fordyce School District shall consider cyberbullying to be a Tier III infraction, and will be dealt with accordingly. 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.

Tier IV Infractions

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

32. Threats, Physical Abuse or Assault by a Student on a School Employee: A student who threatens to commit or commits assault and/or battery upon any faculty or staff member of the Fordyce School District. Students in violation will be immediately assigned OSS, recommended for expulsion and referred to legal authorities. (AR LAW 5-13-201, 5-13-202, 6-17-106 ACT 1243 OF 1997 AR LAW 5-12-201

33. Student Verbal Abuse of School Employee: A student shall not use profane, violent, vulgar, abusive or insulting language or show disrespect toward teachers or other school employees during school or at any school activity. "Any person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction shall be liable to a fine of not less than \$50.00 or more than \$1000.00." Students will be suspended, recommended for expulsion and referral to legal authorities. ACT 1565 OF 2001.

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

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

36. Sexual abuse, rape, and or sexual immorality: Students shall not engage in sexual contact, sexual activity, or sexual indecency on school property or at school sponsored activities. Students engaged in such activity may be suspended and/or expelled.

COMPUTER USE POLICIES.

Fordyce School District makes various devices and computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer

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

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

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Students violating this policy will be subject to disciplinary action, including but not limited to losing the privilege of using computers, devices and internet.

STUDENT PUBLICATIONS. An official school publication means materials produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body, either free, or for a fee. The Board recognizes the value of official publications in the teaching of Journalism, English, writing and other skills. It is the intent of the Board to support and encourage such publications. This policy affirms the importance of official school publications, as a form of students' free expression, including topics about which there may be dissent and controversy. Such free expression is guaranteed, subject only to the prohibitions set forth in the education code.

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

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

Criteria for admission to ALE are available on the ALE website, from the local ALE director, and in the principal's and counselor's offices. Any student wishing to enter the Alternative Learning Center agrees to abide by the following terms and conditions:

- All rules and regulations as stated in the Fordyce School District’s Student handbook.
- To adhere to the attendance policy as stipulated by the Fordyce School District Board.
- To commit oneself to obtaining a high school or (GED) diploma.

ALE Conduct and Discipline Standards: ALE students are subject to the same rules of conduct outlined in this handbook. Any conduct violating these standards will be subject to suspension or expulsion.

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

ALE Grading for Courses: ALE grading is the same as grading for other courses taught at or made available by Fordyce High School.

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

School property shall include, but not limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with a witness, however, searches may be done at any time with or without notice of student’s consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for

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

SCHOOL ATTENDANCE POLICY. The public schools of this district are open and free to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have been legally transferred to the district for education purposes.

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

Compulsory Attendance: Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

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

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 and the student shall meet with the principal and counselor to facilitate the enrollment process.

- 2) 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.
- 3) 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.
 - h. 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.

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

Exemptions are possible on an annual basis for religious reasons from the Arkansas Department of health. To continue such exemptions, they must be renewed at the beginning of each year. A child enrolling in a school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

Daily 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. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy more than 10 days in a semester. When a student has five (5) absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. 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 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with more than 10 absences in a course in a semester **shall not** receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. A grade of NC (no credit) will be placed on the report card and transcript, and the class

will have to be retaken if it is a core class. If it is an elective, a course will have to be taken to compensate for the lack of credit. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement, which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence. *Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.*

Excused Absences: Excused absences that are not charged against the allowable number of 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, guardian, person in loco parentis, or appropriate government agency stating such reason:

- To participate in an FFA, FHA, or 4-H sanctioned activity;
- To participate in the election poll workers program for high school students;
- To serve as a page for a member of the General Assembly;
- To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;
- Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
- For purposes pre-approved by the school administration such as to serve as a poll worker, to obey a subpoena, or to attend at an appointment with a government agency;
- Students get one (1) college day as a Junior and two (2) college days as a Senior. Students must pick up a request form in the counselor's office, fill it out, and return it to Mrs. Trammell, Attendance Clerk, in the FHS office three (3) days in advance of the college day. Students must bring back a verification of absence form, or other proof of attendance from the college attended and submit it to Mrs. Trammell for filing.
- Exceptional circumstances with prior approval of the principal.

Unexcused Absences: Any absence not defined above as excused will be considered unexcused and count toward the 10 absences for denial of credit.

Driver's License and School Enrollment: 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.

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.

Legal References:

A.C.A. § 6-18-209

A.C.A. § 6-18-220

A.C.A. § 6-18-222

A.C.A. § 6-18-229

A.C.A. § 6-27-113

A.C.A. § 7-4-116

A.C.A. § 27-16-701

Act 2203 of 2005

MAKE-UP WORK: Students who miss school due to an absence other than truancy or OSS shall be allowed to make up the work they missed during their absence under the following rules:

- Students assigned OSS will not receive credit for work missed during OSS.
- Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- Teachers are responsible for providing the missed assignments when asked by a returning student.
- Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have one class day to make up work missed for each class day they are absent. It is their responsibility to hand in the make-up work on the assigned date. Special circumstances will be handled on an individual basis.
- Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
- Students are responsible for turning in their makeup work without the teacher having to ask for it.
- Students who are absent on the day their makeup work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
- For school-related absences (athletics, field trips, etc.) make-up work is to be picked up **before** the student is absent and turned in on the date assigned by the teacher.
- Students who are absent on the day an assignment is due or the day make-up work is due must turn in their work the day they return to school. Make-up tests are to be scheduled at the discretion and convenience of the teacher.
- In cases of absolute deadlines for projects, research papers, etc., the work is expected to be turned in on that date, even if the student is not in attendance. Students' grades may be affected if the deadline is not met. Work may not be made up for credit when the absence is unexcused (OSS). Students are responsible for obtaining missed assignments on their first day back at school.
- Distance learning classes will follow the make-up policies of both Fordyce High School and the distance-learning teacher.

ASSEMBLIES: All students are required to attend assemblies. The programs consist of pep rallies, dramatic presentations, and educational & motivational programs. Excessive talking will not be tolerated during these assemblies. Students may be required to sit in designated areas in the Little Theater, Gym or Arena.

MESSAGES AND DELIVERIES: Messages or deliveries of a non-emergency nature will not be delivered while the student is in class.

USE OF CAFETERIA: Fordyce High School has a cafeteria where a student can purchase. Fordyce High School also has closed campus for lunch. Students are strictly prohibited from leaving campus once they arrive. *The following rules must be observed while using the cafeteria:*

- All student accounts must be kept current. If students do not keep their accounts current, they may be provided an alternate lunch.
- Do not leave trays, paper, milk cartons, paper cups, or silverware on the tables. Return them to the dishwashing area.
- No food or drink is allowed to be eaten in any hallway or classroom. All food and drink purchased in the cafeteria must be eaten in the cafeteria. Students are only allowed in the halls during lunch to go to the restroom and return outside when finished.
- Cleaning up after students is not the responsibility of cafeteria or custodial personnel. IT IS THE STUDENTS' RESPONSIBILITY.

LUNCH CHECK OUT POLICY: Fordyce High School is a CLOSED CAMPUS. Students are not allowed to check out at lunch for the purpose of leaving campus to get or eat lunch. Once students arrive at school, they are not permitted to leave campus except in the custody of a parent/guardian/authorized person who is physically present and has checked the student out in the principal's office. Early check outs and checking out by phone or note will not be allowed. Students leaving campus without permission will be considered truant with absences treated as such.

STUDENT LUNCHES BROUGHT BY PARENT: If a parent wants to bring their child lunch, then they must bring it to the office and either leave it or wait for their child to come during lunch to get it. No one will be able to get their lunch outside between the High school building and the arena; they must bring their lunch to the office. STUDENTS IN ALE, ISS, or DETENTION will not be allowed to have lunch delivered; these students must eat a meal from the cafeteria.

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

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

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

- Books may be kept out fourteen (14) days. They may be renewed for an additional fourteen (14) day period.
- Ten cents per day will be charged for a book kept overtime. Fines must be paid before a student will be allowed to check out other books
- Borrowers are responsible for lost items and damaged done to books and other media. Lost items should be reported to the librarian promptly. A lost and damaged item will be paid for by the end of the marking period in which it was lost.
- Reference books may be checked out at the end of the seventh period by special permission from the librarian. These reference books must be returned the following day before school. If not returned, a fine of one dollar will be charged per day until the reference book is returned.

CLASS DUES: Junior and Senior dues are determined by the class sponsors. Class dues are used (as funds allow) to pay for: prom decorations, food, entertainment, diplomas and diploma covers, graduation decorations, honor stoles, valedictorian and salutatorian stoles, senior breakfast, and senior class t-shirts. Students must have paid all class dues to be eligible to attend prom. If there are not enough funds in the class treasury, students will

have the option to purchase a class t-shirt and pay to attend senior breakfast rather than have these items paid from the class treasury. Only students who have paid all their class dues will be eligible for a class t-shirt when funds allow the class to purchase them. Only students who have paid all their class dues and school-related bills will be eligible to attend the class breakfast when funds allow the class to provide the breakfast. Failure to pay class dues and school-related bills or return school uniforms, books, etc., could result in the student being ineligible to participate in graduation events.

PROM: Prom is a privilege for Fordyce High School Juniors and Seniors. The administration has the right to refuse any person to attend prom.

PROM ATTENDANCE REQUIREMENTS

- FHS Junior or Senior (plus ONE approved guest)
- Class dues paid by the due date determined by class sponsors
- Students not in or assigned to OSS at the time of prom
- Approved guests of a FHS Junior or Senior from grade 10 to age 20 for whom a ticket has been purchased and attendance has been approved. Application for guest approval must be submitted at least two weeks before prom. Applications are available from the Junior Class Sponsors. Guest tickets must be purchased at least one week before prom. Ticket prices will be determined by Junior Class Sponsors and are not refundable.
- Attire must be appropriate for the occasion, which is a school function. School officials can refuse admission to anyone who is not properly dressed.
 - Dress is formal.
 - Knee Length, tea length, and long dresses are permitted. Short skirts or dresses must be no shorter than mid-thigh.
 - Dresses may not have plunging necklines or backs. Dresses must ensure appropriate coverage of the bust and back. Remember that dresses fit people differently. What is appropriate for one person may be ill fitting and inappropriate for another.
 - Two piece dresses or dresses that expose sides and stomach areas of the torso are not permitted.
 - Should a dress have a slit, the slit may not be higher than mid-thigh.
 - Tuxedos and suits with collared shirt and tie are allowed.
 - Pants should fit properly and not sag below the waistline.

Homecoming Participation Guidelines:

Students participating in any Homecoming ceremony at F.H.S. will be a representative of our school to the community and underclassman. We must present ourselves as role models for others. Therefore, you are expected to be examples of behavior and academia. Please review the following selection guidelines and qualifications before agreeing to participate:

Election Process:

- The F.H.S. FOOTBALL court is made up of senior girls and boys. Each senior boy member of the football team will ask one qualified senior girl to participate as a maid.
- The F.H.S. BASKETBALL court will consist of senior boys and girls who are members of the basketball teams. Each team member will select an individual to walk with them during the assembly. Boy team members acting as escorts will select girl to act as maid, and girl team members will select a boy to act as their escort.
- The student body in grades 9-12 will vote on the Homecoming Queen. The maid receiving the most votes will be crowned queen. The escort of the Queen will serve as the King.
- A student shall not be elected Homecoming Queen for both football and basketball homecoming. Once elected, that student is no longer eligible to be queen in the homecoming of another sport.

- The team will elect one girl as their Sweetheart.
- The Sweetheart and Queen cannot be the same girl. If this occurs, the girl will receive the title of Queen and the team's runner-up choice will receive the title of Sweetheart.
- Crown and Ball Bearers will be selected by the administration of the elementary school. They will be selected from the kindergarten class.

Qualifications for Football Homecoming Maids and Basketball Homecoming Maids and Escorts:

- 2.0 Cumulative Grade Average (Based on Junior Year ending GPA for football and Senior first semester GPA for basketball)
- No OSS in the current school year.

Any infractions occurring after being chosen to participate will result in the immediate dismissal of the court member.

FUNDRAISERS: Teachers and organizations are allowed to do fundraisers. If a group does a fundraiser the same fundraiser cannot be done by another group. **Fund raising by groups or individual students is not permitted without prior approval of the administration. Students are not allowed to bring and/or sell any outside fund raising items on campus.**

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

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

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

SIGNING OUT: A parent/guardian/authorized person who is physically present to take custody of the student may sign the student out in the principal's office. If the student returns to school, the parent/guardian must come inside the principal's office and sign the student back into school. Only the principal or his designee can approve emergency sign-outs. **Phone calls, notes, and "pre" sign-in/out are not allowed.**

STUDENT RECORDS: Student records are kept on file in the office. A parent has the right to obtain a copy of the student's records, and may do so by written request. Before school records will be released to the third party who requests a copy of school records, a parent must give their written consent for release. The principal of each school has been designated as custodian of student records for the Fordyce School District. When a student becomes 18 he/she may obtain a copy of his/her records without the permission of the parent/guardian.

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

- Students transferring into Fordyce High School from another Arkansas Department of Education accredited public or private school will be enrolled in the same grade level in which the student had transferred.
- Grade level enrollment for students transferring into the Fordyce School District from public or private schools that are not accredited by the Accredited by the Arkansas Department of Education, or home-schooled students returning to public school, the building principal, counselor, and teachers will determine the needed test that will be given to assess the achievement level of the transferred student.
- High School students transferring from a Home School who can present documentation of participation in a course of study accredited by a recognized regional or national accrediting agency with standards similar to the Arkansas Department of Education Standards for Accreditation of Public Schools or North Central Association (NCA) accreditation standards may have those course credits accepted to meet grade classification and graduation requirements. Transferring students classified as seniors, who wish to receive a diploma from Fordyce High School, must attend school for one semester immediately prior to graduation to be eligible for a diploma. Example: A student wishing to graduate from Fordyce High School may enroll in January of 2011 to graduate in May of 2011.
- Those students who find it necessary to transfer to another school system during the school year should be sure to make arrangements in the principal's office for their transfer, which will enable their records to be mailed immediately to the other school.
- All books must be returned and all fines paid before records will be released. The Fordyce School District has adopted the Arkansas Public School Choice Act of 1989. The District may reject a nonresident's application for admission if its acceptance would require the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The FSD School Board reserves the right to reject any student's transfer who has been suspended or expelled until that student's suspension or expulsion has expired. The Board also reserves the right to deny any school application that would adversely affect the receiving districts racial or special needs populations.

BUILDING POLICY: Students may enter the building at 7:45 a.m. when the bell rings. Students needing to enter earlier may do so by identifying themselves to the duty teacher. Extreme weather conditions may cause the commons duty teacher to allow earlier entrance. The building should be cleared no later than students by 3:20 p.m. each day unless attending a school activity/practice.

All students are to be out of the building during lunch and before school unless the temperature is below 40 degrees or bad weather. Students are not, at any time, to exit the building through the doors leading to the teacher parking lot. When entering the building at lunch, students are to enter through the second hallway doors.

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

VIDEO SURVEILLANCE: The Fordyce School Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no

reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

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

The Fordyce School District shall retain copies of video recordings until they are erased, which may be by either deletion or copying over with a new recording. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook. Any release or viewing of such records shall be in accordance with current law. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

FIRE AND TORNADO DRILLS: The Fire Drill Signal is one continuous siren. Our objective is to clear the building in less than one (1) minute. The Tornado Drill Signal will be pulsing siren, or if power fails, a blast of an air horn.

POLICIES FOR STUDENTS RIDING SCHOOL BUS: Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before attempting to board the bus. Respect the rights of others while waiting for the bus. Don't gather under carports, on porches, or on lawns without permission. If you miss the bus, do not attempt to ride another bus, walk to or from school, or find alternative transportation.

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

RIDING THE BUS: While riding the bus students are under the supervision of the driver and must obey the driver at all times. 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. Students who fail to do so may be suspended from school or from riding the bus. Knives, firearms, sharp objects, or pets are not allowed on the bus. Students are not to deface the bus, or any school property. Do not litter. Keep the aisles clear at all times. Do not tamper with any of the safety devices, such as the door latches, fire extinguishers, etc. Students must remain seated until the driver directs unloading. Do not ask the driver to let you off any place other than your assigned stop, unless approved by the principal. Ride ONLY the bus on which you are assigned. Visitors are NOT allowed to ride buses, unless permission is first given by school officials. Smoking on the bus is prohibited.

ARKANSAS STATUTE ACT 729 OF 1997. It is against district policy to curse, threaten, or abuse a bus driver. Students are not allowed to use or play cell phones, audio, music, audio equipment or band instruments while on a bus.

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

BUS POLICY CONSEQUENCES: While being transported by school bus for any reason, students are responsible for following all expectations and rules for student behavior as stated in this handbook. Consequences for misbehavior on the bus are not limited to loss of riding privileges, but may include additional consequences as well.

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

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

- The affected student and/or parent/guardian should bring a letter from a medical doctor stating the condition of the student and the recommendation to not attend school. This letter should specify the time period that the student would be unable to attend classes. This letter should be presented to the principal for his approval.
- Lessons are to be picked from and returned to counselor's office each week.
- When the student is ready to return to school, a letter from the medical doctor giving his/her release for the student to return to school should be presented to the High School principal's office.
- Students charged with felonies will be assigned homebound status until their cases are properly adjudicated.

END OF COURSE TESTING: Standardized testing will be administered as required by and according to Arkansas Law. Students who do not perform at levels deemed satisfactory by the state shall be subject to all restrictions, requirements and programs the state determines appropriate. Students identified as not meeting the satisfactory pass levels on state required assessments shall have an Academic Improvement Plan (AIP) and participate in remediation or other state mandated programs. Failure to participate in remediation and/or other programs could result in loss of credit for a tested course, the need to repeat a class, or retention in the same grade.

PROMOTION/RETENTION/COURSE CREDIT FOR 7- 12 SCHOOLS: A disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s); student grades are available on the school's web site through the HOME ACCESS CENTER utilizing the student's unique user name and password. Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each

parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

GRADE PROMOTION/RETENTION AND SUMMER SCHOOL OPTIONS:

To be promoted to the next grade, students in the 7th and 8th grades must receive a passing grade (60% or above) in at least four (4) courses. Two of these courses must be core classes (math, science, language arts, and social studies). Students who do not make adequate grades to be promoted to the next grade level shall be retained in their current grade until the above criteria are met.

7th and 8th grade students may enroll in a summer school program, provided by the district, to make up a maximum of two courses. Students who need to make up more than two classes may enroll in the summer school program for the two courses, but will also need to successfully complete two additional courses (at their own expense) from a district-approved educational source. A list of approved external educational sources may be obtained from the high school counselor. Students who do not make adequate progress during the regular school year, and do not satisfactorily complete the mandatory coursework offered by the summer school program or by approved external providers will be retained and required to repeat the grade the following year.

ACADEMIC IMPROVEMENT PLAN (AIP): Students who do not score "ready" or above on their grade level standardized testing may be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade. Promotion/retention or graduation of student with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP. In addition, any student in grades 7 or 8 who fails two or more core classes by averaging both semester grades at the end of the year (English, Math, Science, or Social Studies) may be recommended for retention.

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

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

To calculate the semester grade, the 40% weight of each nine-week grade can be obtained by listing each grade twice and the 20% of the semester test grade can be obtained by listing the grade once. The sum of the five percentage grades can be divided by five to find the final semester grade. If a student is exempt from 2nd Semester tests, then the final grade will be the average of the 3rd and 4th nine weeks' grades.

Example:

1st nine weeks = 68%
 1st nine weeks = 68%
 2nd nine weeks = 89%
 2nd nine weeks = 89%
 Semester Exam = 86%
 Semester Grade = 400 (total) divided by 5 = 80%

GRADING SYSTEM

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

GRADING SCALES AND G.P.A. EQUIVALENTS

| <u>4.0 SYSTEM</u> | <u>5.0 SYSTEM**</u> |
|-------------------|---------------------|
| A = 4 points | A = 5 points |
| B = 3 points | B = 4 points |
| C = 2 points | C = 3 points |
| D = 1 point | D = 2 points |
| F=0 points | F = 0 points |

SEMESTER TESTS:

First Semester: All students in grades 7-12 are required to take semester tests. NO EXCEPTIONS.
 All students in grades 7-12 may be exempt from their final tests during the spring semester.
 Exemptions will be based on academic performance, absenteeism, and disciplinary actions.
 Students may take final exams in lieu of exemptions in an attempt to raise grade averages.

Criteria will be:

| <u>Grade</u> | <u>Absences</u> |
|--------------|-----------------------------|
| A | 6 or fewer for the semester |
| B | 3 or fewer for the semester |

- Attendance will be counted to the day final exams begin.
- Students who have been assigned to ISS or who have been suspended from school during the year are not eligible for exemption.
- **No student will be considered eligible for exemption who owes fines, dues, or other school bills. This includes both curricular and extracurricular activities and accounts.**
- Students enrolled in Virtual Arkansas or college concurrent classes are NOT eligible for exemptions.

PROGRESS REPORTS: Student Progress Reports will be sent out by teachers to inform parents about a student’s academic standing during the fifth (5th) week of each marking period. Parents are encouraged to use the Home Access Center located on the school’s web page to more frequently check student grades.

HOMEWORK POLICY. Purposes of homework:

- Preparation-given to prepare students for upcoming lessons.
- Practice-given to reinforce lessons already taught.
- Enrichment-given to provide challenging learning opportunities for extension and enrichment of the lesson.
- Students enrolled in a distance learning class will follow the homework policies of both Fordyce High School and that of the distance-learning teacher.
- Homework should not be used as a punitive measure or assigned as “busy work.”
- In order for homework to be relevant it must be completed by the student—not by parents, siblings, or other students. Copying a homework assignment or allowing another student to copy a homework assignment will result in a grade of zero for both students.

LATE WORK: Homework or classwork turned in more than 24 hours late, or at a time determined at the teacher’s discretion, will receive a grade of zero.

REPEATING A COURSE: Students who do not pass a course will not be able to go to the next level class until the course is passed. The student must attend summer school or repeat the course.

SUMMER SCHOOL RULES AND REQUIREMENTS:

1. All handbook rules apply – including dress code, cell phones, hats, etc.
2. Any student who violates any rules that, during the regular school year, would result in In-School or Out-of-School Suspension, will be dropped from the Summer School Program and will not receive academic or remediation credit for that term.
3. Students may not leave campus at any time during the day. Students leaving without permission will be considered truant and dropped from the Summer School program.
4. Students are allowed a maximum of two (2) absences per summer session. Any student who is absent more than the two allotted days will be dropped from the Summer School program and will not receive academic or remediation credit for the session.

EXTRA HELP POLICY (FREE TUTORING): Free tutoring will be available from every teacher at the time set by the teacher or at other times by appointment. Teachers are available from 7:30-7:45 a.m. or after school by appointment. Students are urged to make appointments when possible to ensure more effective use of tutoring time.

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

To be classified as a sophomore: 6 total credits

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

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

CONCURRENT CREDIT: Students in grades 11-12 may be able to earn college and high school credit simultaneously through courses offered at FHS. Concurrent classes are offered through SAU Tech and Virtual Arkansas via UA-Monticello. Enrollment is determined by the provider’s requirements and restrictions.

GRADUATION: Students at Fordyce High School have three options for completing a high school education. Students may receive an Honor Diploma, a Regular Diploma, or a Basic Diploma. Beginning school year 2018-2019, students may receive either an “Honor Diploma” (24 Credits + 3.0 GPA) or a regular “Diploma” (22 Credits + 1.75 GPA) Students who are eligible for an honor diploma and who have a 3.5 GPA or higher at the end of eight semesters will be designated as HONOR GRADUATES.

To participate in graduation ceremonies and senior class activities, seniors must have paid all class dues, all other school related bills, and returned all books and uniforms as well as meet all academic requirements. ALL GRADUATION REQUIREMENTS (academic, financial, uniforms/devices/books returned) MUST BE COMPLETED BY THE SENIOR'S LAST REGULAR SCHOOL DAY TO ALLOW STUDENT PARTICIPATION IN GRADUATION COMMENCEMENT EXERCISES, SENIOR BREAKFAST, AND GRADUATION PRACTICE.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

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

Class Rank is based on overall grade point average. Valedictorian and Salutatorian may not reflect class rank. For example, students ranked 1,2, or 3, may all have A's and be Co-Valedictorians. If a student earns a "C" grade or below in an AP course, that class will not be counted towards number of AP courses in the matrix.

Matrix to Determine Valedictorian and Salutatorian:

| | |
|--|---|
| <p>A. Valedictorians: Level I</p> <p>All A's with 4 AP courses</p> <p>1 B with 5 AP courses</p> <p>2 B's with 6 AP courses</p> | <p>B. Valedictorians: Level II</p> <p>All A's with 3 AP courses</p> <p>1 B with 4 AP courses</p> <p>2 B's with 5 AP courses</p> |
| <p>C. Valedictorians: Level III</p> <p>All A's with 2 AP course</p> <p>1 B with 3 AP courses</p> | |

| | |
|--|--|
| <p>Salutatorians: Level I</p> <p>All A's with 3 AP courses</p> <p>1 B with 4 AP courses</p> <p>2 B's with 5 AP courses</p> | <p>Salutatorians: Level II</p> <p>All A's with 2 AP course</p> <p>1 B with 3 AP courses</p> <p>2 B's with 4 AP courses</p> |
| <p>Salutatorians: Level III</p> | <p>Salutatorians: Level IV</p> |

| | |
|---------------------------|----------------------------|
| All A's with 1 AP courses | All A's with NO AP courses |
| 1 B with 2 AP course | 1 B with 1 AP course |
| 2 B's with 3 AP courses | 2 B's with 2 AP courses |

HONOR DIPLOMA

(Requires 24 Credits + 3.00 GPA)

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

- 4 Credits of Pre-AP English, AP English or Comp I & II
- 4 Credits of Social Studies (Civics/Econ, Pre-AP World History, Pre-AP US History, American Government, Honors Arkansas History, AP US or Concurrent)
- 4 Credits of Math (Algebra I [8th grade Algebra I will count] Algebra II, Geometry, Trig/Pre-Cal, College Algebra, AP Cal., Algebra III.
- 4 Credits of Science (Physical Science, Pre-AP Biology, Chemistry; AP Biology or Physics)
- ½ Credit of P.E.
- ½ Credit of Health
- ½ Credit of Fine Arts (Band, Choir, Art)
- ½ Credit of Speech (imbedded in 10th grade English).
- 6 Credits of electives (3 credits may be activity credits, including athletics, Annual Staff, and driver's education)

*Seniors must take a math their Senior year. If they have all 4 credits, then they must take a math.

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

REGULAR DIPLOMA

(Requires 22 credits + 1.75 GPA)

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

- 4 Credits of English
- 3 Credits of Social Studies: (Civics/Econ, World History, American History, AP US or Concurrent)
- 4 Credits of Math: (8th grade Algebra will count), Algebra I Algebra II, Geometry, Trig/Pre-Cal., Quantitative Literacy.
- 3 Credits of Science: Physical Science, Biology, Chemistry or Environmental Science.
- ½ Credit of Health
- ½ Credit of Fine Arts (Band, Choir, Art,)
- ½ Credit of Physical Education
- ½ Credit of Speech (imbedded in 10th grade English.).
- 8 Credits of electives (3 Credits may be activity courses, including athletics, and drivers' education)

In order for a student to receive a regular diploma he/she must maintain a grade point average of 1.75. In calculating the grade point average for rank and graduation purposes, all academic classes taken in grades 9-12 at Fordyce High School count as follows: A=4pts, B=3pts, C=2pts.and D=1 pt. Grade point averages are based on final grades.

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

In the event that the student should fail one or more classes, must attend summer school or they will be placed back in that class during the next school year, in a credit recovery program, or ALE.

POLICY FOR RE-TAKING COURSES

Fordyce High School will allow students in grades 9-12 to re-take **core** courses in which they made a “D” or an “F.” The re-take grade will replace the initial “D” or “F.” This policy only applies to “D’s” and “F’s,” and is not intended to help students increase their chances to become valedictorian or salutatorian of their class.

ATHLETIC/ACTIVITY ELIGIBILITY

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

ACTIVITIES

A variety of extracurricular and co-curricular activities are available at FHS for students who qualify. Enrollment, GPA, Arkansas Department of Education, competitive try-out, and other regulations may be used to determine student participation in activities. Activity sponsors will make participation requirements available to all interested students.

SPORTSMANSHIP

The Fordyce High School 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. FHS students are subject to the behavioral rules and consequences in this handbook when attending extracurricular events.

FORDYCE ATHLETIC TRAINING RULES and GUIDELINES FOR PARTICIPATION

Guidelines for training and participation in various athletic sports are set forth in the participation contracts developed and maintained by the coach(es) of each sport. It is the policy of this handbook to uphold the requirements, rules and consequences as stated in the contracts of each sport.

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

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

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

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

RANDOM TESTING: Once each month during the season, the names of all student athletes for that sport shall be placed in a pool. A teacher, who is not a member of the athletic coaching staff, in the presence of two school administrators will blindly draw the names of ten percent (10%) of the student athletes for random testing. Students selected for random testing are to be notified and tested that day or as directed by the Athletic Director or Head Coach. If a student fails, without good cause, to report for drug testing on the day his or her name is selected or as directed by the Athletic Director or Head Coach, that student athlete shall be immediately and temporarily suspended from any participation in that sport until he/she has successfully completed, at the student's own expense, a drug screening test.

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

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

RESULTS OF TESTING: The Athletic Director will retain the test results in his files. Any specimen showing positive will be sent to Drug Detection Devices for further analysis by the company lab. The district administration will notify the parents or guardians of positive results and results

sent to the lab. Specimens showing positive or negative will be destroyed immediately. The test results shall only be made available to the Superintendent, Principal, Athletic Director, and Head Coach. The District will only keep the test results until the student graduates or transfers to another school district at which time the results will be destroyed. Students that leave the district and return will be retested before being allowed to participate in sport activities.

SAU-TECH STUDENTS

Classes are offered through the SAU Tech Vocational program. FHS will provide transportation to and from SAU Tech during the day. The classes are offered to juniors and seniors only. The program will provide our students opportunities to earn certificates of proficiency in the following areas: Medical, Welding, Cosmetology, Computer Programming, T.V. and Radio, and Automotive.

The number of students we are allowed to offer the program to will be determined by SAU Tech. FHS will require that a student not be behind on credits to be eligible for this program. SAU Tech will not tolerate misbehavior in any class and have the right to suspend anyone from their program for misbehavior. If a student is told not to return, then the student will be put back into regular classes.

Parental Involvement Plan

School Year: 2018-2019

Dr. Judy Hubbell, Superintendent

Mark Price, FHS Assistant Principal

Amanda Clemons, Parent Coordinator

Grade Level: 7-12

Chase McCollum, FHS Principal

Mitchell Musgrove, FHS Dean of Students

Percent of free and reduced lunch: 100%

Parental Improvement Committee Members:

Karen Hart - Parent

Cornelia Barnes-Teacher

Nikki Rice – Counselor

Candace McCollum - Community Member

Siria Gill - Parent,

Amanda Clemons – Parent Coordinator

Tonya Carlson – Parent

Roderick Rogers – Paraprofessional

Fordyce High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the high school shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

Goal 1: How will the LEA foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement?

1. Fordyce High School’s Parent Advisory Committee (PAC) has developed this 2016-2017 district parental involvement plan. These plans are available on the school website as well as at the High School Office.
2. The district PAC will conduct an annual review of the effectiveness of the parental involvement policy. This is done in the spring of the year following a survey to parents given at the spring Parent Teacher Conference. PAC reviews suggestions.
3. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand.
4. Involve parents in the process of school review and improvements under Section 116 of NCLB.

Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement?

1. Enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners.
2. Ensure, to the extent possible, that information is sent home in a language and form parents can understand. The PAC helps us to transition the language that ALL parents can understand.
3. Provide information on adult literacy training available in the community.
4. Provide a copy of the school policy at our school and online for parents to view as well as provide a copy to each parent in the student handbooks.
5. Ensure that our school offers flexible meeting times and provides information to parents about the school's program, included in the parent information pack. Develop and use the

School-Parent Compact. Provide training for parents in working with their child to improve academic achievement. Using E-school and our Facebook page 'Fordyce School District', parents will be able to access grades, as well as any other important information. The PAC will decide the needs to address and evaluate at the Spring PAC meeting.

6. Provide opportunities for parents to reinforce their parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use.
7. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.
8. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.

Goal 3: How will the district build the school's capacity for strong parental involvement?

1. Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights. This information will go home in our student handbooks and be available in all offices and Parent Centers on campuses.
2. Encourage the formation of partnerships between schools and local businesses that includes roles for parents.
3. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child.
4. Involve parents through an annual survey to improve school effectiveness. This survey goes home in the Parent Packs and also available at the High School office. These surveys are used by the PAC to meet the needs of the parents
5. Approve reasonable and necessary expenses associated with parental involvement activities.

Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of The content and effectiveness of the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

1. Members of the district Parent Advisory Committee attend meetings on the second Monday evening of each month at 7:00 pm throughout the school year in an on-going effort to evaluate the parental involvement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation. Our District will also provide an opportunity for the parents to assist in the development of the evaluations procedures used in the spring survey/needs assessment, as well as examining the results of the survey once it is completed in order to provide activities that best meet the needs of our students.

Goal 5: How will the teachers and parents maintain good communication in order to best serve our students?

1. Teachers are required to attend two Parent Teacher Conferences during the school year.
2. Progress reports will be sent home after the first 5 weeks of a new grading period.
3. Teachers will update their grades in our E-School grading system by the end of each Friday.
4. Parents will have access to their child's grades online through our E-School's Home Access Center.
5. Teachers will contact the parents of students who have a grade of D or F at least one other time during the nine weeks through email, phone, and/or face to face communication. This contact will be recorded in the Teacher/Parent Contact Log at the school.

FORDYCE HIGH SCHOOL HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

As evidenced by our signatures below, we have received a copy of the FORDYCE HIGH SCHOOL Handbook containing School Board Policies relating to students, guidelines for appropriate student behavior, and information contributing to a successful academic experience for students of FORDYCE HIGH SCHOOL. Although we may not agree with the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at any school sponsored activities. In the event that we are not certain of some aspect of school policy, we will contact the principal for clarification within one week from receipt of this form.

Student's Signature

Student's Grade

Parent's Signature

Date

The rules contained within this handbook are in addition to broad, discretionary authority to maintain safety, order, and discipline in a school setting.

A copy of the student handbook is available on the school's web site.

_____ We Have access to the FHS website.

_____ We do not have access to the FHS school website.

TO BE FILLED OUT BY OFFICE PERSONNEL

Date Returned _____

STUDENT COMPUTER & INTERNET USE AGREEMENT

Student's Name (Printed) _____ Grade _____

FORDYCE HIGH SCHOOL agrees to allow the student identified above to use the district's technology to access the Internet under the following terms and conditions:

Conditional Privilege: The student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

1. **Acceptable Use:** The Student agrees that he/she will use the district's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.
2. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action, and may be subject to civil or criminal charges. A.C.A. 6-21-107 requires the district to have —...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy.||
3. **Misuse of the district's access to the Internet||** includes, but is not limited to, the following:
 1. Using the Internet for other than educational purposes;
 2. Gaining intentional access or maintaining access to materials which are —harmful to minors|| as defined by Arkansas law;
 3. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 4. Making unauthorized copies of computer software;
 5. Accessing —chat lines, message boards and blogs unless authorized by the instructor for a class activity directly supervised by a staff member;
 6. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack
 7. Posting anonymous messages on the system;

8. Using encryption software;
9. Wasteful use of limited resources provided by the school including paper;
10. Causing congestion of the network through lengthy downloads of files;
11. Vandalizing data of another user;
12. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
13. Gaining or attempting to gain unauthorized access to resources of files;
14. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
15. Invading the privacy of individuals;
16. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
17. Using the network for financial or commercial gain without district permission;
18. Theft or vandalism of data, equipment, or intellectual property;
19. Attempting to gain access or gaining access to student records, grades, or files, other than their own;
20. Introducing a virus to, or otherwise improperly tampering with the system;
21. Degrading or disrupting equipment or system performance;
22. Creating a web page or associating a web page with the school or school district without proper authorization;
23. Providing access to the district's Internet Access to unauthorized individuals'
24. Failing to obey school or classroom Internet use rules; or

25. 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.

26. Installing or downloading software on district computers without prior approval of technology director or his/her designee.
4. Liability for Debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use or misuse of the computers or the Internet including penalties for copyright violations.
 5. 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 email, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with the student's parent/guardians.
 6. 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 prevent improper access to such materials on the part of the Student.
 7. 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.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____ Grade _____

CHEMICAL SCREEN (DRUG POLICY) (OPTIONAL*)

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

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

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

Student Signature _____ Date _____

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

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

Parent/Guardian Signature _____ Date _____

*Students will not be allowed to participate in extracurricular activities or park on campus without the authorization provided through this form.

PHOTOGRAPH AND VIDEO RELEASE

I grant permission to the Fordyce School District to display or use the photograph or video clip of me/my child (if student is under age 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 at its discretion.

The student's name may be used in conjunction with the photograph or video. It is understood, however, that once the photo or video is displayed on the web site, the District has no control over how the photograph or video is used or misused by persons with computers accessing the District's web site.

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

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

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

Student's Name _____ Grade _____

Parent/Guardian Signature _____ Date _____

PUBLICATION OF DIRECTORY INFORMATION

RETURN ONLY IF YOU OBJECT TO DISCLOSURE OF INFORMATION

I, the undersigned, being a parent of a student or a student 18 years of age or older, hereby note my objection to the disclosure or publication by the Fordyce School District of directory information as defined by Board policy 4.13, Privacy of Student's Records, concerning the student named below. I understand that the participation by the below-named student in any interscholastic activity including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the district.

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

_____ Deny disclosure to military recruiters.

_____ Deny disclosure to institutions of postsecondary education

_____ Deny disclosure to potential employers

_____ Deny disclosure to all public and school sources. Selecting this option will prohibit the release of directory information to the three categories above along with other public sources such as newspapers and result in the student's directory information not being included in the school's yearbook or other publication.

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

PRINTED Student Name _____ Grade _____

_____ Parent/guardian Signature (or student if
18 or older)

TO BE FILLED OUT BY THE OFFICE PERSONNEL:

Date Received at FHS _____

ACT 100 of 2003

EMERGENCY INFORMATION

PRINTED Student Name: _____ Grade: _____

PARENT/GUARDIAN

CURRENT MAILING ADDRESS

Home Phone Number

Mom's Work Phone Number

Mom's Cell Phone Number

Dad's Work Phone Number

Dad's Cell Phone Number

Please list at least two relatives, neighbors, or other responsible persons to contact when parent/guardian cannot be located.

1. _____
Name

Phone Number

2. _____
Name

Phone Number

PARENTAL INVOLVEMENT SURVEY

PLEASE CHECK THE FOLLOWING ITEMS THAT YOU, AS A PARENT, WOULD BE WILLING TO DO AT FHS:

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

Time Available

_____ AM _____ PM _____ All Day

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

PRINTED Student Name _____ Grade _____

PRINTED Parent/Guardian Name _____

Parent/Guardian Signature _____

Fordyce High School

Parent – School Teamwork Compact

Fordyce High School Compact Agreement

Fordyce High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2018-2019 school year.

Fordyce High School will:

- *Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Teachers and staff will receive high quality professional development annually.*
- *Hold parent-teacher conferences twice a year, during which this compact will be discussed as it relates to the individual child's achievement. These conferences will be held on October 25, 2018 and February 14, 2019. These conferences are held midway through the first and third nine-weeks grading periods.*
- *Provide parents with regular reports on their children's progress. The reports will be distributed as follows: October 25, 2018 – at the first parent-teacher conference, and & February 14, 2019 – at the second parent-teacher conference. Parents will also have easy online access to their child's grades at any time through the E-School website. This site may be accessed through our school website www.fordyceschools.org.*
- *Provide parents reasonable access to staff through two-way communication with families, homes, and community by way of personal contacts, scheduled conferences requests by either the parents or the teacher, phone calls, e-mails, and letters parents sign and return to the teachers.*
- *Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. This is done through scheduling of personal requests.*

Chase McCollum

Date: July 17, 2018

Signature: Chase McCollum

Principal, Fordyce High School

Fordyce High School
Parent – School Teamwork Compact

Student Agreement

It is important that I do my best to achieve a quality education. Therefore, I will:

- *Attend school regularly, bringing all needed materials to each class;*
- *Correctly complete and return all assignments by the date they are due;*
- *Conduct myself in a way that will reflect positively on myself and my school;*
- *Demonstrate a positive attitude toward myself, my school, my teachers, my classmates and my education;*
- *Listen, try, and learn all I can.*

Student Signature

Date

Parent/Guardian Agreement

I, as a parent/guardian, will support my child's learning in the following ways:

- *See that my child is punctual and attends school regularly;*
- *Remind my child of the necessity of acceptable behavior and support the school in its effort to maintain proper and effective discipline;*
- *See that all assignments are completed and give assistance as needed;*
- *Encourage my child's efforts and be actively involved in his/her education, attending scheduled parent-teacher conferences discussing with my child his/her progress, volunteering in the classroom, and serving on school committees when possible;*
- *Stay aware of what my child is learning;*
- *Monitor and minimize the time spent watching television or playing video games;*
- *Read with my child and let my child see me read;*
- *Review and monitor report cards, progress reports, and E-School grades (if possible);*
- *Model a positive attitude toward the teacher, school, and education in general.*

Date

Parent Signature