

CAMDEN FAIRVIEW PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
625 Clifton
Camden, Arkansas 71701

August 2021

Dear Students and Parents:

It is our pleasure to welcome you and your child to the Camden Fairview Elementary Schools. CFSD teachers and staff join us in saying we are happy to have you as part of the family. We hope this will be a successful and satisfying year for you and your children.

The school district's Student Discipline Policies delegates to each building principal the authority "to promulgate and publish reasonable rules of behavior and conduct" for his or her particular school building. This handbook has been adopted pursuant to that authorization, approved by the superintendent, and reviewed by the school board. This handbook is intended to establish day-to-day guidelines and rules for these buildings, so read it carefully. However, the CFSD Student Discipline Policies, beginning on page 31 herein, are the ultimate source for rules governing behavior and punishing misconduct. This building handbook is not intended to amend or modify in any way the Student Discipline Policies, which shall control in any case where there is conflict or ambiguity between them and the building handbook.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. Please feel free to contact our offices using the contact information found on page 4.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit our schools and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you and that it will promote a clear understanding of our policies and procedures.

For your convenience, we have compiled all forms requiring your signature in the appendices to this handbook. Please review and return Appendices A, B, D, E, I, K, L, and M as instructed.

Thank you very much.

Sincerely,

Johnny Embry, Superintendent
Tresa Thrower, Principal, Fairview Elementary School
Julia Rice, Principal, Ivory Primary School
Patrick Howard, Principal, Camden Fairview Intermediate School

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I. SCHOOL AND BUILDING ADMINISTRATORS' CONTACT INFORMATION

FAIRVIEW ELEMENTARY SCHOOL (Pre-K, K, and 1st grades)

Treasa Thrower, Principal (tthrower@cfsd.k12.ar.us)

Cindy Bever, Assistant Principal (cbever@cfsd.k12.ar.us)

Tereasa Ingram, Secretary (tingram@cfsd.k12.ar.us)

Phone: 870-231-5434

Fax: 870-231-4652

IVORY PRIMARY SCHOOL (2nd and 3rd grades)

Julia Rice, Principal, (jrice@cfsd.k12.ar.us)

Iris Davis, Assistant Principal (iharris@cfsd.k12.ar.us)

Jamaica Thompson, Secretary

Phone: 870-836-7381

Fax: 870-836-5035

CAMDEN FAIRVIEW INTERMEDIATE SCHOOL (4th and 5th grades)

Patrick Howard, Principal, (phoward@cfsd.k12.ar.us)

Donna Khan, Assistant Principal (dkhan@cfsd.k12.ar.us)

Debbie Clemons, Secretary (dwilliams@cfsd.k12.ar.us)

Phone: 870-836-6876

Fax: 870-836-8581

MISSION STATEMENTS

FAIRVIEW ELEMENTARY SCHOOL

We are the Foundation that Encourages excellence and Strives to be our best in a safe learning environment.

IVORY PRIMARY SCHOOL

IVORY PRIMARY SCHOOL believes that all children can learn, and we will do whatever it takes to make that happen.

CAMDEN FAIRVIEW INTERMEDIATE SCHOOL

Camden Fairview Intermediate School is a community of learners who grow confidence and success in all learners.

STUDENT HANDBOOK COMMITTEES

FAIRVIEW ELEMENTARY SCHOOL

Garrett Whitley, Assistant Principal

Jeannie Andrews, Teacher

Stacy Mitchell, Teacher

Cindy Bever, Math Coach

Allison Lawson, Parent

ReCarlo Tucker, Parent

IVORY PRIMARY SCHOOL

Iris Davis, Assistant Principal

Kelly Parson, Teacher

Quinten Radford, Teacher

Caroline Adams, Paraprofessional

Lauren Robenson, Parent

Latoya Burks, Parent

CAMDEN FAIRVIEW INTERMEDIATE SCHOOL

Donna Khan, Assistant Principal

Angela Hobbie, Teacher

Vincent Mills, Teacher

Lashauna Williams, Paraprofessional

Kelly Word, Parent

Jasmine Reed, Parent

Gannon Edwards, Student

Makaia Howard, Student

DAILY/WEEKLY SCHEDULE

Each morning, students should enter the building and sit in the assigned area. Breakfast is served from 7:30-8:00. The instruction bell rings at 8:00 a.m. Since some of the most important instruction of the day occurs during the first thirty minutes of school, **it is extremely important to have your child at school on time.**

Dismissal varies from school to school:

FES 2:55

Ivory 3:15

CFIS 3:05

RECITATION OF THE PLEDGE OF ALLEGIANCE

Public school students in grades kindergarten through twelve shall have the opportunity to participate in a daily recitation of the Pledge of Allegiance during the first class of each school day.

MOMENT OF SILENCE

In accordance with Ark. Code Ann. § 6-10-115, all schools shall observe one minute of silence each morning to reflect, pray or engage in a silent activity.

EQUITY AND NON-DISCRIMINATION STATEMENT

Camden Fairview School District #16, Camden, Arkansas, hereby declares its intent to comply with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1974, Section 504 of the Rehabilitation Act of 1974, and Title IX regulations of 1975 prohibiting sex discrimination in any education program or activity receiving federal financial assistance.

In keeping with the guidelines of Title IV, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, Camden Fairview School District assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person having inquiries concerning compliance with these regulations, including but not limited to Title VI (Race), Title IX (Sex), or Section 504 (Handicap), is directed to contact the Equity Coordinator. The Camden Fairview School District appoints Javana McCall as coordinator of the school district's efforts in complying with these regulations. The coordinator's address is 625 Clifton Street, Camden, Arkansas, 71701, telephone (870) 836-4193.

ENROLLMENT

To enroll in a school in the District, the child must either (1) be a resident of the District, as residency is defined in this handbook, (2) meet the criteria outlined in the District's policy for homeless students, (3) meet the criteria outlined in the District's policy for foster children, or (4) be accepted as a transfer student in accordance with District policies. 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.

Kindergarten

Any child may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they seek enrollment. Documentation of the student's date of birth is required prior to enrollment. The sole exception to the minimum kindergarten age requirement is as follows: any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he or she is enrolled in kindergarten, and who meets the basic residency requirements for school attendance may be enrolled in kindergarten upon written request to the District.

First Grade

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

Any child may enter first grade if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment, and the child has successfully completed a kindergarten program in a public school in Arkansas. The sole exception to the minimum first grade age requirement is as follows: any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years old during the school year in which he/she is enrolled in first grade, and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Placement

The Camden Fairview School District is dedicated to the best total and continuous development of each student. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Children are assigned to classes which are as equally balanced as possible according to sex and race. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of professional staff, it is in the best educational interest of the students involved. Exceptions will be made after prior communications and consultation with each student's parents, but the final decision will rest with the school authorities.

Students who move into the District from an accredited school will be enrolled at the grade level and with the course credits indicated by the records of the previous school (mid-year transfers) or as they would have been assigned in their previous school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Students transferring from a school that is not accredited by the state department of education or home school will initially be assigned to their age-appropriate group and evaluated. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. If requested by parents or school personnel for students in grades 1-8, an academic assessment will be conducted to determine whether that assignment should be modified. The final assignment will be the responsibility of the building principal.

REQUIREMENTS FOR ADMISSION

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education. This number cannot be changed once it has been entered into the school's database.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district 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.

5. The parent, guardian, or other responsible person must submit a physical examination form for all kindergarten students. **State law requires that all enrolling kindergarten students be given a physical examination within two years prior to or within 90 days after the student's initial enrollment in kindergarten.**
6. The parent, guardian, or other responsible person must submit the child's Medicaid card (if applicable).
7. A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

Admission of Uniformed Services Members' Children

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with the grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age, if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in at his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the Camden Fairview School District (CFSD) shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the CFSD shall:

- o Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- o Request the eligible child's official education records from the sending district.

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

RESIDENCE REQUIREMENTS

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his or her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, and in compliance with the district's desegregation obligations, a child or ward of an employee of the district or of the education co-op to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

SCHOOL CHOICE AND OTHER INTER-DISTRICT TRANSFERS

The District is under an enforceable desegregation court order that explicitly prohibits the segregated inter-district transfer of students between the District and any other school district, unless such a transfer is requested for educational or compassionate purposes and is approved by the District's Board of Directors on a case-by-case basis. The District has submitted a copy of its desegregation court order to the Arkansas Department of Education (ADE).

As a result of the desegregation order, the District is exempt from the provisions of the Public School Choice Act of 2015 (as revised in 2017 and 2019) (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (as revised in 2019) (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits both the District and any other school district from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice. If any parent desires to request a transfer for educational or compassionate purposes and have that request considered by the District's Board of Directors, such requests may be made by contacting the District's central office for the appropriate form. Transfer requests will be considered at the July and December board meetings and must be submitted to the District's central office no later than July 1 or December 1 for placement on the board agenda.

Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Five (5) school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to homeschool shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by:
 - Use of the Division of Elementary and Secondary Education's (DESE) online system;
 - Email; or
 - Facsimile;
- By mail; or
- In person.

The notice shall include:

- A. The name, sex, date of birth, grade level, and the name and address of the school last attended, is any;
- B. The mailing address and telephone number of the home school;
- C. The name of the parent or legal guardian providing the home school;
- D. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- E. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- F. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool; and
- G. A signature of the parent or legal guardian.

To aid the District in providing a free and appropriate public education to students' in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- A. Award of course credits earned in the home school;
- B. Placement in the proper grade level and promotion to the next grade level;
- C. Participation in any academic or extracurricular activity;
- D. Membership in school-sponsored clubs, associations, or organizations;
- E. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- F. Scholarships.

AMI (Alternative Methods of Instruction)

Camden Fairview School District has applied for "Alternative Methods of Instruction" or AMI days during the 2021-2022 school year. This plan will allow the opportunity for all students to be engaged in meaningful learning on inclement weather days, or emergency days, when conditions prevent schools from being in session. It will be at the district's discretion on whether the school is considered "closed" or if an "AMI" day needs to be implemented.

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home on these days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.

ATTENDANCE

Education is more than the grades students receive in their courses. Regular attendance whether in person or digitally at school is essential to students' 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 that 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.

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.

Absences for students enrolled in synchronous digital courses or attending classes virtually shall be determined in the same manner as for District students attending courses in person.

EXCUSED ABSENCES

Excused absences are those where the student was on official school business or when the absence was due to one of

the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating the reason for the absence.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. 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 (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
12. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
13. Students who attend in-school suspension shall not be counted absent for those days.

UNEXCUSED ABSENCES

14. Absences that are not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences.
15. When a student has (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall normally be by telephone by the end of the school day in which the fifth absence occurred or by regular mail with a return address sent no later than the school day following the fifth unexcused absence.
16. Whenever a student exceeds (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law

It is the Arkansas General Assembly's intention that students having excessive absences due to reasons beyond the control of the student be given assistance in obtaining credit for their courses. Therefore, when a student exceeds the number of allowable absences, 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 unexcused absences. Granting special arrangements shall be at the discretion of the principal after investigation of the circumstances of the particular case. If special 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.

COMPULSORY ATTENDANCE

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by residence requirements of the Camden Fairview District, within the District shall enroll the child and ensure the attendance of the child at a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled in accordance with state law.

3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. 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.
6. 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).

What Can Happen To Parents If They Fail To Send Their Child To School?

Section 1, Arkansas Code Annotated 6-18-201 as amended – **Compulsory Attendance Law** required that every parent, guardian, or person residing within the State of Arkansas having custody or charge of any child or children age five (5) through seventeen (17) years on August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or Parochial school, or provide a home school for the child or children as described in § 6-15-501 et.seq.

For non-compliance the following actions will be taken, effective July 3, 1989, State Law, (Act 473) requires that parents be notified by telephone and/or regular mail when a student has accumulated the maximum number of days as required by the local district. Parents may be subject to a civil penalty if found to be in violation not to exceed \$500.00 when the student exceeds the number of allowed absences (10). The school district shall notify the prosecuting attorney. When notified, the prosecuting attorney will file an action in the appropriate court to impose the penalty set forth above and shall take whatever action necessary to collect the penalty provided therein.

Parents, please be advised that Section 2, Arkansas Code Annotated 6-18-222 has been amended to read:

Penalty for excessive unexcused absences – Revocation of driving privilege.

(a)(I) (A), the local board of each district in this state shall adopt as part of their student attendance, a policy that might be used as a basis for denial of course credit, promotion, or graduation. However, excessive absence should not be a basis for expulsion or dismissal of a student.

TARDIES

The Camden Fairview School District recognizes the importance of maximizing our students' time on task. Promptness is a necessity towards this end. Instruction occurs between 8:10 a.m. and the first dismissal bell, which is 2:55 p.m. at FES, 3:15 p.m. at Ivory, and 3:05 p.m. at CFIS.

Students arriving after 8:10 a.m. have missed the necessary opening of the school day and will therefore be recorded tardy.

After 5 tardies per semester, a parent contact will be made to express the importance of their child being at school and on time. At 8 tardies per semester, a letter will be sent home and the student will be referred to the school counselor. At 10 tardies per semester, a meeting will be requested with the parent(s) to create an attendance contract. If the student continues to be tardy at 15 tardies, CFSD will consider filing a FINS (Families In Need of Services) petition in order to address the issue. It is imperative that your child arrives at school on time each day.

When a student is tardy coming to school in the morning, he/she should report to the office to obtain a tardy slip. Tardiness shall be excused if: 1) a school bus is late; 2) a student had to report to a doctor and presents verification from the doctor's office; 3) a student was involved in an accident and presents verification from the police department, or the principal has personal knowledge of the accident; 4) there are medical reasons, which due to their nature, may cause a student to be tardy from time to time.

WITHDRAWAL PROCEDURES/FINES

Students withdrawing from enrollment in Camden Fairview School District for any reason shall be required to complete a withdrawal form, which can be obtained from the principal's office in the particular building. No withdrawals from enrollment in the school district will be processed for any student who is suspended from school for disciplinary reasons until (1) the investigation of the incident is complete, (2) the principal and Superintendent have made their recommendations, and (3) the Board of Education has acted on those recommendations. Student transcripts,

grades, and other records will not be released by Camden Fairview School District until this withdrawal process has been completed.

Students withdrawing from school must turn in all school-owned property and pay any charges, fines, or fees owed by them to Camden Fairview School District. Students who do not turn in textbooks or library books or technology devices and chargers at the end of the year must pay for all materials before report cards are released.

CURRICULUM

Literacy and Math instruction based on the Arkansas State Standards with a focus on critical thinking, research skills, and applying knowledge to real-world situations.

Science Curriculum is based on the Arkansas K-12 Science Standards, along with Project Lead the Way Launch modules which reflect science as it is practiced and experienced in the real world and make explicit connections to literacy and math.

MAKE-UP WORK

Make-up opportunities granted under a written special arrangements agreement pursuant to the attendance policy will normally be subject to the following rules. These rules will be considered incorporated by reference, and therefore included as terms, in every written special arrangements agreement.

1. Teachers are responsible for providing the missed assignments.
2. 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.
3. Students shall have one class day to make up their graded work for each class day they are absent.
4. **Students are responsible for turning in their make-up work.**

SUMMER SCHOOL

K-5 students may be requested by their teacher(s) to attend summer school. Teachers use data from the school year to determine which students would benefit from the enrichment that summer school provides. Available roster openings will be distributed to students that want to attend summer school after teacher recommendations have been made. Since the resources to address misbehavior aren't used during summer school (d-hall, ISS, OSS, corporal punishment, etc.), there is a low tolerance for a student that chooses to misbehave. Any student sent to the office for misbehavior for an Intensity I or II behavior (see page 39) will be given one warning and allowed to return to class. If the same student is sent back to the office for misbehavior after the warning has been given, that student's privilege to attend summer school will be revoked for the remainder of the summer school session. Students that choose to partake in Intensity III behaviors (see page 39) will automatically lose their privilege to attend summer school for the remainder of the session.

TEXTBOOKS/BOOKS

Students will be supplied textbooks appropriate for his/her grade level. Guided Reading books are provided at appropriate levels of achievement. Students are provided with free textbooks; however, all books are **expensive** and students should take care in using them. Fines will be assessed for any damaged book or lost or stolen books. This includes pages written on, torn, and damage to the cover or spine. Students and parents will be held responsible for replacing lost or damaged books.

GRADING POLICIES

Grades in Camden Fairview Elementary Schools reflect only educational objectives **and** will use a standards-based skills checklist for reporting grades.

Level 4: Exceeding (Ivory & CFIS)
Level 3 Proficient (On Grade Level)
Level 2 Approaching Proficiency
Level 1 Emerging

RESPONSE TO INTERVENTION, PROMOTION, AND RETENTION

Response to intervention (RTI) is a process used by educators to help students who are struggling with a skill or lesson; every teacher will use interventions (a set of teaching procedures) with any student to help them succeed in the classroom.

1. If the ultimate goal of a learning-focused school is to ensure that every student ends each year having acquired the essential skills, knowledge, and behaviors required for success at the next grade level, then all students must have access to grade-level essential curriculum as part of their core instruction. (Tier I)
2. At the end of every unit of study, some students will need some additional time and support to master this essential grade-level curriculum. (Tier II)
3. Some students will enter each school year lacking essential foundational skills that should have been mastered in prior years—skills such as foundational reading, writing, number sense, and English language. These students will require intensive interventions in these areas to succeed. (Tier III)
4. Some students will require all three of these outcomes to learn at high levels.

Students at the elementary level are promoted or retained according to their academic progress in relation to state standards of proficiency. At-Risk packets will be filled out and conferences will be held throughout the year to talk about the possibility of retention. Parents will have the final choice whether to retain a student or not.

The Camden Fairview School District complies with federal and state regulations related to the identification, evaluation, and provision of services for students who have or are suspected to have a disability. If you suspect that your child may have a disability that impacts his or her education, please contact the following for further information.

Pam Turner, Special Education Director for Camden Fairview School District
870-837-8484
pturner@cfsd.k12.ar.us

Please contact your campus Assistant Principal in regards to information about Section 504 Plans.

PRIVACY OF STUDENT RECORDS / DIRECTORY INFORMATION

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

For purposes of this policy, the Camden Fairview School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student or his records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If a court order exists, which directs that a parent not have access to a student or his/her records, the parent or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys, and the court that issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or the student, if above the age of eighteen) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks, graduation announcements, and district and school authorized web sites. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her

participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities, for example, basketball, football, or other interscholastic activities, the publication of such information will be beyond the control of the district. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or the student if over the age of 18.

The form for objecting to making directory information available is Appendix D in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission.

Note: Students' names when used on a school or district web site should only consist of their first name and first initial of their last name.

DRESS CODE

Dress and appearance should not present health and safety hazards or cause disruption of the educational process. Parents will be notified to bring alternative clothing when students do not dress appropriately. If parents can't be reached, alternative clothing can be provided. Some specific rules to keep in mind related to dress are:

1. No hats, caps, sunglasses or headwear will be worn inside the building.
2. Shorts, skirts, dresses, and holes in jeans must be no shorter than 3 inches from top of knee. The measure is from the top of the knee while standing. If holes in jeans are shorter than 3 inches, then leggings or tights must be worn.
3. Leggings are permitted as long as shirt reaches the 3 inches from knee
4. No spaghetti straps or any clothing exposing the back, shoulders, or chest should be worn.
5. Sagging pants are not permitted. SEE POLICY STATEMENT BELOW.
6. Undergarments should not be visible.
7. No shirts/tanks/etc. exposing skin from the shoulder down are permitted.
8. Shoes must be worn at all times. No open toed shoes (flip flops, slides/sandals, house shoes) or high heeled boots or shoes are permitted. Shoes that light up are not allowed to be worn on campus

POLICY STATEMENT: "Act 835 of 2011 prohibits a student from wearing any clothing that exposes underwear, buttocks, or the breast of a female." It is the policy of the Camden Fairview School District to prohibit male and female students from wearing clothing that violates this statute. Students who violate this policy will face disciplinary consequences ranging from a minimum of a warning to a maximum of expulsion.

LOST AND FOUND

Please be sure that your child's name is in his/her clothing and on his/her lunch box. Such things are easily misplaced and labeling will facilitate their return. We have a Lost & Found box where you or your child may check for lost articles.

PHYSICAL ACTIVITY

Elementary students will be provided with sixty minutes of scheduled physical education training and instruction in physical activity in addition to recess time each week. They will play outside when the temperature is between 35° F and 100° F according to the Weather Channel Real Feel. Elementary students will go outside with his or her class for the regularly scheduled physical activity time unless you provide a doctor's note requesting otherwise. Please encourage your child to learn and practice rules of playground safety. Make sure your child is properly dressed for the weather and has appropriate shoes for outside play.

MEDIA CENTER SERVICES

Each campus provides an up-to-date, well-stocked library. Elementary students are scheduled to go to the Media Center during weekly library classes. They are also allowed to go at unscheduled times for research and extra book checkout. Parents are expected to pay for lost or damaged library materials. While in the Media Center, it is necessary for them to:

1. Be reasonably quiet at all times.
2. Have all materials properly checked out before removing them.
3. Return materials on time and in the same condition as when they were checked out.

COMPUTERS

The purpose of the Camden Fairview School District's technology resources, including the Internet, is to support the educational mission of the schools. Acceptable uses are activities that support teaching and learning. Access is subject to availability and is governed by the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). Students found to be using technology resources inappropriately may be denied access to use of district technology resources.

FIELD TRIPS

Teachers occasionally take their students on field trips to enhance the curriculum for special events. These trips are taken in school buses with adequate supervision. All students must ride the school-provided transportation to school-sponsored events. Prior arrangements must be made with the school office and the child's homeroom teacher in order for the child to return from the trip in a family vehicle. Parents may sign their **own** child out but not other parents' children. Parents are asked to sign a field trip permission form as part of registration. Walking shoes or tennis shoes are necessary for field trips. **School age siblings should not be checked out of school to attend another grade level field trip. If this occurs, the non-grade level student will have an unexcused absence for the day. Students who must be chaperoned by a parent for negative behavior will be required to ride to and from the field trip with the parent.**

EXTRA-CURRICULAR ACTIVITIES

All students are eligible to participate in extracurricular activities as long as they meet all the requirements of the Arkansas Activities Association if applicable. In order to participate in any school activity (i.e. athletics, band, dance team, etc.) or to practice for such an event, the student should attend school the entire day on the day of the activity. Exceptions may be made for a death in the family, a written statement from a doctor, or an unusual or extraordinary circumstance. In the case of the latter, permission to participate must be granted by the administration. **(K-5 students must be escorted by a parent or guardian at all extra-curricular events).**

Students who are placed in the In-School Suspension program may not attend or participate in extra-curricular activities until all assigned days of in-school suspension are completed. Students who are placed in Out of School Suspension will be ineligible to participate during the course of their suspension.

DELIVERIES AND INVITATIONS

Students who receive flowers, balloons, gift bags, treats, etc. will be notified and may pick them up in the principal's office at the end of the day. Balloons, or gifts too large to fit in the student's backpack, cannot be transported on school buses. Food or restaurant deliveries to students are prohibited.

MEDIA RELEASE DISCLAIMERS

Parents will sign a media release form if they choose for their child not to be included in media events. These events may include, but are not limited to, pictures or names being used in the newspaper, websites, social media, compact discs, radio, television, or printed media by the Camden Fairview School District.

SCHOOL RULES

General playground and school rules are reviewed and discussed by every teacher. The classroom rules are posted in every classroom.

ARTICLES PROHIBITED

Students are not allowed to bring any articles to school or on field trips that would be considered dangerous: knives, sharp scissors (or any sharp, pointed objects), guns, weapons, etc. Students are not to bring any article that would be considered a distraction to educational process: Silly Bands, slap bracelets, friendship bands, rubber bands, radios, Purses in class, CD players, toys, sunglasses, makeup, lip gloss, beepers, laser pointers, trading cards, MP3 players, electronic handheld games, slime, fidget spinners and fidget boxes, etc. The school/district is not responsible for lost items.

Students should refrain from the practice of pinning money to their shirts on their birthdays, bringing animals to campus for any reason, or wearing face paint unless it is cleared through the principal's office.

Fireworks – A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of firework, explosive, or incendiary device or substance on the school grounds or at any school-sponsored activity away from the school grounds.

No student shall possess or introduce onto school property, or at any school sponsored activity, any paging device, beeper, or similar electronic communication device; provided however, that a building principal or designee may grant an exception for health or other compelling reason; and, provided further, that such a device can be possessed by a student after school hours during extracurricular activities.

TOBACCO POLICY

No tobacco products of any form are allowed on school properties including E-Cigarettes.

ACCIDENTS AND ILLNESS

The school nurse or school personnel will treat minor injuries at school. If your child becomes sick at school, you will be called to pick him/her up. In case of serious accidents, you will be called, and you may either pick up your child or someone will meet you at your doctor's office or the hospital. It is important that parents notify the school of a change in address, phone number, or work location. Reminder, CFSD offers the use of the Cardinal Care Clinic to serve our students' health needs.

Please keep your child at home when you observe any of the following:

1. An acute cold
2. Swollen glands or sore throat
3. Skin rashes or sores
4. Flushed face or other signs of abnormal temperature (**children should not return to school until they have been free from fever, vomiting, or diarrhea without the use of medication for at least 24 hours**) *average student temperature 98.6°F, fever 100°F or higher
5. General signs of illness such as vomiting, earache, headache, listlessness or weakness
6. Head lice: school nurse will check-in the student to make sure all eggs and nits have been removed
7. Bacterial Conjunctivitis (Pink Eye)- students may return to school after 24 hours of receiving treatment
8. **Please send a doctor's excuse or note when the child returns to school.**

NOTIFICATION OF THE ASBESTOS HAZARD EMERGENCY ACT

The Camden Fairview School District has complied with the Asbestos Hazard Emergency Response Act and is required to notify all students, parents, and employees of this inspection. A management plan is available for public inspection at the central administrative office during normal business hours.

EMERGENCIES

The elementary schools have plans in place, that are practiced at regular intervals and that will be carried out in the event of a fire, tornado, active intruder, or bomb threat. These plans have been approved by the appropriate agencies. If an emergency should occur, you are urged to listen to one of the local radio stations for information and instructions. A message will be sent out on the parent notification system by the central office. **During an emergency situation, students will not be released to any person until an all-clear signal is given from the District central office or local law enforcement representatives.**

SEVERE WEATHER

When driving conditions appear hazardous due to snow, ice, or other severe weather warnings, please listen to one of the local radio stations for information regarding the dismissal or closing of school. Students will be held at school until conditions are safe for dismissal. **Please make sure that your child's school office has accurate contact information for you in case of emergency.** The school parent notification system will be utilized to contact parents in the case of a weather emergency or early dismissal.

CAFETERIA

The Camden Fairview Food Services Department offers a fully nutritional meal. We believe that nutrition plays a vital role in student achievement. Our cafeteria menu is posted in the cafeteria, published each Friday in the Camden News, and printed in the monthly school newsletter. All students of Camden Fairview School District may eat breakfasts or lunch in the cafeteria free of charge.

Parents may eat lunch at school with their child. **Parents should not bring lunch for other students, or invite other children to join them and their child at lunch, unless that parent is a member of the invited student's contact list. Parents may be advised to sit in a designated area with their child. Teams, youth groups, and student clubs will not be allowed to bring food for the members of their organization.** Elementary cafeterias will provide an alternative food item for any student with food allergies. A doctor's note must be on file with the school nurse.

Students should not share food due to the possibility of food allergies and spreading illnesses.

CELEBRATE FREEDOM WEEK

The last full week of school in September has been designated as "Celebrate Freedom Week" in the state of Arkansas. All classes shall include discussion about the meaning and importance of the Declaration of Independence and the United States Constitution, with an emphasis on the Preamble and the Bill of Rights, in the documents' historical context.

NATIONAL ELEMENTARY HONOR SOCIETY

Qualified fourth and fifth graders are inducted in the spring into the National Elementary Honor Society. To be eligible, students must have no more than 5 unexcused absences or less for the school year up to the date of selection, have an A in conduct for every 9-weeks reporting period, and a 3.5 GPA or above for the year.

1. The advisor compiles a list of fourth and fifth graders with a 3.5 (or above) GPA.
2. The principal will serve and choose a faculty selection committee made up of certified staff members from the building. The members of the committee remain anonymous. The advisor chairs the committee but does not vote.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection to NEHS Chapter, they should complete and submit the Student Activity Information Form by the deadline given.
4. A sheet of guidelines for selection is presented to each committee member. The guidelines come from the national headquarters and suggest the areas and limits of character, leadership, service, and scholarship. A general discussion may be held on the meaning of the guidelines, but individual students are not discussed.
5. The committee votes using a ballot of the students and the guidelines. The voting is by secret balloting. The sponsor collects and tallies the vote but does not cast a vote.
6. A student must receive a majority vote in order to be inducted into the society. The committee members vote for the students rather than against.

Note: This procedure is the one recommended by the 1997 National Association Handbook and Act 980, 1991.

AWARDS

Academic, perfect attendance, and citizenship awards will be given periodically. Honor Roll awards will be based upon a student's academic and satisfactory conduct grades per nine weeks and semester. Perfect attendance awards will be given to students with zero tardies and zero absences.

GUIDANCE/COUNSELING SERVICES

Our counseling departments offer a wide variety of services to students, teachers, and parents. Counseling for students is provided through classroom guidance classes, small group discussions, and individual counseling. The counselor consults with teachers to help plan activities and programs for individual growth or classroom management. The counselor works with parents in regard to social, emotional, and educational concerns experienced by their children. Teachers, parents, and administrators may refer individual students to the counselor. The counselor works with behavior, emotional, and family problems. All sessions with parents, teachers, and students are confidential.

HUMAN SERVICE PROGRAM

The Camden Fairview School District has developed a comprehensive instructional support program that encourages academic excellence and personal growth. The program serves to promote the improvement of attitude and behavior, academic success, knowledge retention, and the successful completion of the Camden Fairview School District curriculum by all students. Our Human Service Workers are role models that attempt to guide and motivate young

people to achieve success and completion of the prescribed curriculum. Human Service Workers share knowledge and experiences in life.

Students may be referred to the Human Services Workers program by teachers, administrators, or parents. Students may also refer themselves to the Human Services Workers. For more information, call Andre Toney at 836-4193.

ALTERNATIVE LEARNING ENVIRONMENT

FES, Ivory and CFIS campuses have an Alternative Learning Environment (ALE) class that operates as an independent classroom. Our hope is that this experience will lead the ALE student to a lifetime of success. Children must meet at least two of the following criteria to be a part of the ALE classroom:

1. At-risk behaviors
2. Disruptive behavior
3. Personal or family problems or situations
4. Academic difficulty
5. Recurring absenteeism

STUDENT BEHAVIORAL ASSISTANCE PROGRAM

The Camden Fairview School District provides mental health services for its students and their families through the Student Behavioral Assistance Program (SBAP). The Student Behavioral Assistance Program makes available programs that attempt to lessen the development or continuation of inappropriate, negative behaviors. Therapeutic assistance is available to students and for their families who have recognized a need for services or have been identified as needing intervention. Activities and programs for students and/or their families, designed to promote positive behaviors, are offered. The services of SBAP are provided at no cost to the family. Contact the Tina Embry at the Cardinal Care Clinic (870) 836-9362 for further information.

CLOSED CAMPUS

Students are required to stay on the school grounds during the time school is in session. When it is necessary for your child to leave school early it is to be arranged through the school office. This policy is for the child's protection as well as to avoid unnecessary interruptions in the classroom. Please try to arrange doctor or dentist appointments after school hours. However, if an appointment can only be made during the school day, please stop by the office to pick up your child. The secretary will call for him/her upon arrival of the parent/guardian. It is helpful to send a note to the teacher that morning telling him/her about the appointment.

MEDICAL INFORMATION

Parents or legal guardians are required to furnish **all medical information** regarding their children to the school nurse in charge of their child for the school year. HIPAA (Health Insurance Portability and Accountability Act) regulations restrict school nurses from obtaining medical information from hospitals, clinics, or physicians without written consent from parents or legal guardians. This places the responsibility of furnishing needed medical information on the parent(s) or legal guardian(s).

MEDICATION GUIDELINES

1. All medications must be in the original container with the child's name on the prescription.
2. Medication to be given three (3) times daily or less should not be administered at school.
3. Parent consent forms for the dispensation of medication are available in the nurse's office. The consent form must be signed before any medication will be given at school. A signed physician's order is required for all prescription and non-prescription medications a student needs to take at school. These are available in the nurse's office. ***HANDWRITTEN NOTES ARE NOT ACCEPTABLE.**
4. The school will supply no over-the-counter medications (i.e. cough drops). Over-the-counter medications supplied by the family can be dispensed by school personnel/nurse with a consent form from the doctor.
5. Permission for the long-term dispensation of medication must be renewed at the beginning of each school year.
6. Medication intended for self-medication such as epi-pens and inhalers shall be kept in the nurse's office. Exceptions to this practice will be considered on an individual basis.

PLEASE NOTE: Medication such as an antibiotic that is administered three times a day can be taken before the child

comes to school, as soon as he/she gets home and before bedtime. Contact the nurse in your child's school if you have further questions.

Please provide the school with written documentation each school year from your child's physician of any food allergies. The school cafeteria will substitute alternative food items for those foods that the child is allergic to on the child's lunch tray.

ASTHMA INHALERS AND AUTO-INJECTABLE EPINEPHRINE

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

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

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

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

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

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

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

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

HEALTH SCREENINGS

Vision and Hearing Screenings will be performed annually for the following students:

- Pre-K, K, 1st, 2nd, and 4th grade students
- New Students
- Special Education Students at grade levels required or teacher requested
- Teacher referral for any grade
- Parent referral for any grade

Body Mass Index Screenings will be performed annually for the following students:

- K, 2nd, and 4th grade students

Parents or legal guardians may refuse any screening by giving their school nurse written notice before screenings begin. The students will be notified of the dates for each screening to give parent/guardians adequate time to respond.

WELLNESS POLICY

The Camden Fairview School District has adopted a wellness policy that encourages the students to live healthy lifestyles. As a part of the policy, students' food consumption at school is limited to what is served as a part of a healthy and balanced meal in the school lunch program. Parties and other occasions that involve serving food are limited to nine total events each year by state law. **Foods brought for the events cannot be homemade;** instead, the foods must be commercially produced under strict health precautions. See Appendix P for designated snack day events.

PARENTS ARE NOT ALLOWED TO BRING SNACKS OF ANY KIND FOR BIRTHDAYS. PARENTS ARE ALLOWED TO BRING MEALS INTO THE CAFETERIA FOR THEIR CHILD ONLY.

DESIGNATED SNACKDAYS

| Fairview Elementary | Ivory Primary | CFIS |
|-----------------------------------|-----------------------------------|--------------------------------------|
| Homecoming Day – October 1 | Cardinal Kickoff – September 2 | Homecoming Day – October 1 |
| Thanksgiving – November 19 | Homecoming Day – October 1 | Thanksgiving – November 19 |
| Fall Celebration – November 29** | Thanksgiving – November 19 | Christmas Party – December 17 ** |
| Christmas Party – December 17** | Christmas Party – December 17 ** | Valentine's – February 14 ** |
| 100th Day Celebration- January 28 | 100th Day Celebration- January 28 | Friday before Spring Break- March 18 |
| Valentine's Day- February 14 ** | Valentines- February 14** | Friday Before ACT Aspire- April 8 |
| St. Patrick's Day- March 17 | Spring Celebration- March 18 | Spring Celebration- April 14 |
| Reading Celebration-May TBA | Easter Celebration April 14 | Reading Celebration- May TBA |
| End of the Year-May 20** | Reading Celebration- May TBA | End of School- May 20 |

**Parents are invited to attend.

2020-2021 SCHOOL IMMUNIZATION MINIMUM REQUIREMENTS

| VACCINE | KINDERGARTEN | 1 st GRADE | 2 nd GRADE-12 th GRADE |
|-------------|--|--|---|
| DTP | 4 doses (1 dose must be on or after 4 th birthday) | 4 doses (1 dose must be on or after 4 th birthday) | 4 doses (1 dose must be on or after 4 th birthday) NOTE: Tdap-7yo and older if behind on schedule |
| Tdap | N/A | N/A | 1 dose due at 11 years of age and older by Sept. 1. Any student turning 11 after Sept 1 st will not be required to have Tdap until next school year. ** Tdap/2Tddoses if unvaccinated** |
| POLIO | 3 doses (1 dose must be on or after 4 th birthday) | 3 doses (1 dose must be on or after 4 th birthday) | 3 doses (1 dose must be on or after 4 th birthday) |
| HEPATITIS B | 3 doses | 3 doses | 3 doses OR (Alternative 2 dose Recombivax Vaccine is accepted for 11-15 yrs of age = two 1.0 ml (10mcg) Separated by 4 to 6 months. Approved use only for adolescents 11-15 year age range |
| HEPATITIS A | 1 dose on or after 1 st birthday | 1 dose on or after 1 st birthday | N/A |
| *MMR | 2 doses 1 st dose on or after 1 st birthday and at least 28 day apart | 2 doses 1 st dose on or after 1 st birthday and at least 28 day apart | 2 doses 1 st dose on or after 1 st birthday and at least 28 days apart |
| VARICELL A | 2 doses Regardless of history of disease | 2 doses OR Documented history of disease from licensed medical professional only | 2 doses OR Documented history of disease from licensed medical professional only |
| MCV-4 | N/A | N/A | 1 or 2 doses OR 1 st dose at 7 th Grade and Booster at age 16 (as of Sept.1) if NOT received before 16 yo and after and after Sept 1 st = only 1 dose is required |

All students age 11 years and over will be required to have one dose of **MCV4 (Meningococcal)** vaccine with a second dose administered at the age of 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year.

II. Transportation of Students

Student Check-Out Policy and Procedure

Policy. The safety of CFSD students is the District's highest Priority. The CFSD Board adopts the following procedure for purposes of students leaving school early.

Procedure. All CFSD schools should adhere to the following procedure when students are checkout out of school early:

1. **In-Person Check-Outs:** When a parent or guardian (or person with the parent or guardian's permission to pick up the child) checks out a student before school is dismissed, the following procedure shall govern.
2. The person checking the student out should go to the office immediately upon arriving at school.
3. Office personnel must either confirm that they recognize the person checking out the student and know him or her to be the student's parent/guardian, or confirm the person's identity by checking their driver's license or other form of identification.
4. If the person is not the student's parent/guardian, the child's student record should also be checked in order to confirm that the person is authorized to remove the student from school.
5. If the student record does not indicate that the person is authorized to remove the student from school, the student's primary parent/guardian should be contacted for permission.
6. **Telephone Check-Outs.** When the student's parent or guardian (or person with the parent or guardian's permission to pick up the child) desires for the child to check out before school is dismissed, but the parent, guardian, or person with permission is not present, the following procedure shall govern. This portion of the procedure shall also govern in cases where an administrator determines the student needs to leave school before the end of the school day and an authorized adult is not present to pick up the student.
7. The person's identity should be confirmed as described in paragraph 3. Once the person's identity is confirmed, office personnel must also confirm that the person is authorized to check out the child, as described in paragraph 4.
8. Office personnel should then discuss with the parent how and where the student will be transported from the school, including whether the parent or another person will arrive to pick up the child or whether the child will be transported by a CFSD Parent Coordinator (see Parent Coordinator policy). If the school has pre-existing parental authority for the student to walk home after school dismissal (a "walker"), additional parent contact will still be needed (as outlined by this policy) for a walker to leave campus prior to regular dismissal time. If a parent coordinator will transport the child, the parent should provide the address to which the student is to be transported, whether an adult will be present at the destination upon the child's arrival, and if so, the identity of that adult, and any other information required under the Parent Coordinator policy.
9. If an adult will be present at the student's destination, office personnel should inform the parent over the phone that the adult present at the child's home will be asked to confirm in writing that the student arrived at the destination address.
10. **Contact with Parent/Guardian.** Whether the check-out is in person or over the telephone, if telephone verification is necessary pursuant to this policy, office personnel must initiate the phone contact with students' primary parents/guardians. It is never acceptable for the parent phone call to be made by the student or by the person attempting to check out the student. This is to ensure that the office is communicating with the parent/guardian at the phone number on file. If office personnel receive a phone call from a person purporting to be a parent or other authorized adult, office personnel must independently verify that person's identity (i.e. by caller ID, hanging up and calling the parent at the telephone number on file, etc.).
11. **Repealer.** Any CFSD policy or procedure in conflict with this policy and procedure is hereby repealed.

Student Transportation by Parent Coordinator

Policy and Procedure: Student Transportation by Parent Coordinators

Policy. CFSD employs parent coordinators who are currently assigned to Fairview Elementary School (FES), Ivory Primary School (Ivory), and Camden Fairview Intermediate School (CFIS). The duties of CFSD parent coordinators (PC) include transporting students to and from the Cardinal Care Health Clinic appointments, as well as transporting sick students home when parents are unable to provide transportation. The safety of our students is Camden Fairview School District's (CFSD) highest priority. The CFSD Board adopts the following procedure for students leaving school during school hours with CFSD parent coordinators.

Procedure. All CFSD schools should adhere to the following procedures when students are checked out of school by CFSD parent coordinators:

1. Assignments for PC to transport students may only be approved by building principals, assistant principals, and nurses. Parents and teachers may require student transportation by PC through the student's school office.
2. A Parent Coordinator Contact Record (PCCR) shall be completed each and every time a PC is assignment to transport a student. A copy of the PCCR is attached.
3. Transportation to Cardinal Care with Return to School:
 - a. The school office is notified by Cardinal Care Health Clinic that a student(s) has an appointment with a Cardinal Care Provider.
 - b. The school office fills out a PCCR, including the student's appointment location and time.
 - c. A building administrator reviews and approves the PCCR before the school office informs the PC of the assignment.
 - d. The PC signs the student(s) out and notes the departure time on the PCCR before transporting the student to the appointment. The PC is responsible for noting all departure and arrival times at each appointment location.
 - e. After all student appointments are complete, the PC returns the student(s) to the school and completes the PCCR by entering the time of arrival at the school and signing the PCCR.
 - f. PCCR forms are printed in triplicate. The PC should retain the white portion of the PCCR, and the school office should retain the yellow copy. The pink copy should be sent home with the student.
4. Transportation without Return to School. From time to time, students may need to be transported home, due to a parent/guardian's inability to provide transportation during the school day or due to a dismissal error involving the student's bus transportation. The following procedures will be used when PC are transporting students who will not return to school that day.
 - a. Office personnel must initiate any phone contact with the student's primary parent/guardian and emergency contacts. It is never acceptable for the parent/guardian/contact phone call to be made by the student or anyone other than CFSD office personnel. This is to ensure that the office is communicating with the parent/guardian/contact at the phone number on file.
 - b. After office personnel determines that the parent/guardian is unable to provide transportation for the student, they should contact the emergency listed on the student record (if any) to pick up the student. If the parent/guardian has already indicated the emergency contacts are also unavailable, office personnel may proceed to the next step outlined below.
 - c. After office personnel determines that the parent/guardian and emergency contacts are unable to provide transportation for the student, they must receive authorization from the parent to transport the student to the student's home address on file if a parent/guardian is there, or to a specific person, address (authorized destination), and phone number if the parent/guardian will not be present when the student arrives.
 - d. If the student's parent/guardian will not be present when the student arrives at their authorized destination, office personnel must then initiate phone contact with the adult with whom the parent has authorized CFSD to leave the student (authorized person). If the office is unable to talk to the authorized person and confirm the student's authorized destination, the office must call the parent/guardian to obtain another number.
 - e. The office may also contact another emergency contact on the student's record to request the student be picked up or for authorization that CFSD transport the student under the same procedure outlined above. A building administrator must review and approve the PCCR before the school office informs the PC of the assignment, including the student's authorized destination and the authorized adult with whom they are leaving the student.
 - f. The PC signs the student(s) out and notes the departure time on the PCCR before transporting the student

- to the authorized destination. The PC is responsible for noting all departure and arrival times.
- g. The PC transports the student(s) to the authorized destination. The PC must either confirm that they recognize the adult with whom they are authorized to leave the student and know him or her to be the student's parent/guardian or authorized person, or the PC must confirm the person's identity by checking their driver's license or other form of identification. The PC must note the time of arrival and have the authorized person sign the PCCR, leaving a copy with the authorized person.
 - h. The PC returns to the school with a completed PCCR, keeping their copy and giving the office a copy.
 - i. Each school may limit the number of times parent coordinators may transport a student at each school's discretion.
5. Repealer. Any CFSD policy or procedure in conflict with this policy and procedure is hereby repealed.

CAR RIDERS

Students arriving by car should arrive by 7:45 a.m. to eat breakfast or before 8:10 a.m. to avoid being counted tardy. After that time, car riders should be brought to the office. Classroom instruction begins at 8:00 a.m. every day.

FAIRVIEW ELEMENTARY SCHOOL CAR RIDER POLICY

ALL CAR RIDERS will be picked up and dropped off from Cardinal Drive on the side of the school building. There will be a staff member on duty each morning from **7:30 a.m. to 8:00 a.m.** **Students arriving after 8:10 a.m. should be brought to the school office to be checked in by an employee. No one will be on duty after 8:00 a.m. and the Cardinal Drive door will be locked for safety reasons.** Students may be picked up beginning at 2:55 each afternoon. Parents are asked to post a sign with the student's name on it in large letters so that the name is legible from a distance. This will speed up the car loading process. Parents in the car line are also asked to refrain from double parking so that we can safely load the students. All students will be unloaded/loaded from the driver's side rear door. Students not picked up by 3:20 will be brought inside and should be picked up from the school office.

IVORY PRIMARY SCHOOL CAR RIDER POLICY

All car riders will be expected to follow our number system in which students are assigned a number that has to be visible in your car when picking up your child. Parents are asked to remain in their cars in the car rider line. The number system is in place so that we can provide the safest conditions possible for our students. Vehicles without a number will be asked to pull out of line and show identification before signing out a student. If students are not picked up by 3:45 pm will be brought inside the building and should be picked up from the school office.

All car riders should be dropped off and picked up in the back of the building. No student should be dropped off or picked up in the front of the building due to bus traffic or on the side of the building due to staff traffic and parking.

After 8:10 am parents should escort their student to the front office in order to receive a tardy slip. No one will be on duty after 8:10 am, and the doors will be locked for safety reasons.

CAMDEN FAIRVIEW INTERMEDIATE SCHOOL CAR RIDER POLICY

Car riders attending the Intermediate School should be dropped off in front of the school in a timely manner, so that the child will arrive in class before the instruction bell rings at 8:00 am. If your child plans to eat breakfast at school, please ensure that you drop your child off in time to do so and get to class before the tardy bell rings (7:45 am). If your child arrives after 8:10 am, he/she will need to receive a tardy slip from an employee in the front office. In the same manner, car riders should be picked up in front of the school at the end of the school day. (Please proceed cautiously and exit from the opposite end entered.)

BUS RIDERS

These policies are not intended to cover all possible circumstances but are a general guide to outline proper student behavior on school buses.

1. Only current students who are legally enrolled in Camden Fairview School District and are regularly transported to and from school for classes are permitted to ride school buses. It is not the responsibility of the school district to transport students to meetings (such as Boy Scouts or Girl Scouts), to parties, or for visits. Buses are to be used only for school activities. Any request for exception to any regulation regarding transportation must be filed in written form by the parent or guardian to the school principal.
2. Students should be at the bus stop five minutes prior to the scheduled pick up time. While waiting for the bus, students must remain in a safe place away from traffic, at least ten feet from where the bus stops. Students should wait until the bus is stopped and the door is open before moving closer to the bus. Playing on or near the highway or street is not permitted.
3. Students should respect the property rights of others while waiting for the bus. Students should not litter or make unnecessary noise nor gather under carports or porches or on lawns without permission.
4. While riding the bus, the students are under the supervision of the driver at all times. Students must obey the driver, rules, and safety regulations at all times. The driver has the authority to assign students to seats. While loading and unloading, students shall enter and leave the bus quickly and in an orderly fashion.
5. If a student must cross the highway or road to enter the bus, he/she should wait until the bus has come to a complete stop and the driver has signaled him/her to cross in front of the bus.
6. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Students should cross the highway only after the driver has signaled for him/her to do so.
7. The driver cannot let students off the bus in town, at the store, or to get mail out of mailboxes. He/she is not permitted to make unscheduled stops, except in cases of emergency.
8. Bus stops will be arranged for the convenience of most students but will not be set up on a house-to-house basis.
9. Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other bus riders. Riding a school bus is a privilege and not a right. Failure to follow the bus rules could result in the temporary or permanent suspension of riding privileges. The driver has the authority to suspend a student's privilege to ride the bus temporarily for misconduct. The school district may suspend the student's privilege to ride the bus permanently for misconduct. If a student is suspended from a bus he or she will not be allowed to ride another bus in the district.
10. Students should not change seats while the bus is in motion. If someone leaves the bus and the student desires to change seats, he/she should do so while the bus is stopped.
11. Students must remain seated while on the bus and move only with the approval of the driver.
12. Students are not to tamper with any of the safety devices, such as door latches, fire extinguisher, etc., or to put their hands, arms, heads, or bodies out of the windows.
13. Students are not to deface the bus or any school property, nor write on or damage seats in any way. If this occurs, the offender will pay for damage to any bus equipment.
14. Students are not to throw paper, food, or other objects on the floor of the bus.
15. Smoking and/or eating on the bus are not allowed. Drinks are not to be carried onto the school bus.
16. Students shall not threaten, curse, or use abusive language to a school bus driver at any time.
17. Bullying is not permitted.
18. Students transported are expected to dress according to the school's dress code.
19. **No bus changes will be made by phone. Parents must send a note, fax, e-mail, or come by the school and write a note each time they need to change a child's bus placement, even if it is only for one day. Without written notification, transportation will not change.** See Pg. 30 for Transportation Change Request Contact Information.
20. Bus drivers may give students a "red slip" for severe infractions of bus and safety rules. Students who receive red slips may not ride the bus until a school administrator investigates the incident and notifies the parents of the consequence for the offense.
21. Never crawl under a school bus.

For Bus Discipline see Pg. (58)

AFTER-SCHOOL ACTIVITIES TRANSPORTATION

Parents must send a note to school with their child when the child is to leave school to go to a place other than their regular schedule. Example: scout meeting, choir, birthday party, spend the night, ride a different bus, etc.

TRANSPORTATION CHANGE REQUEST CONTACT INFORMATION

| Fairview Elementary | Ivory Primary | CFIS |
|---|---|---|
| Fax (870) 231-4652 Tresa Thrower, Principal tthrower@cfsd.k12.ar.us Cindy Bever, Assistant Principal cbever@cfsd.k12.ar.us Tereasa Ingram, Secretary tingram@cfsd.k12.ar.us | Fax (870) 836-5035 Julia Rice, Principal jrice@cfsd.k12.ar.us Iris Davis, Assistant Principal iharris@cfsd.k12.ar.us Jamaica Thompson, Secretary | Fax (870) 836-8581 Patrick Howard, Principal phoward@cfsd.k12.ar.us Donna Khan, Assistant Principal dkhan@cfsd.k12.ar.us Debbie Clemons, Secretary dwilliams@cfsd.k12.ar.us |

III. TITLE I PARENTAL INVOLVEMENT INFORMATION

Fairview Elementary, Ivory Primary, and CFIS receive federal funds for Title I, Part A programs. Throughout the school year, we will be providing you with important information about this law as it relates to your child's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. Our district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s):

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.

If at any time a teacher(s) that is not highly qualified has taught your student for four (4) or more consecutive weeks, then the school will notify you.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional; our district or school will be able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics and other support as appropriate.

To request this information, please contact your child's school by phone or email at:

| | | |
|---------------------|--------------|-------------------------|
| Fairview Elementary | 870-231-5434 | tthrower@cfsd.k12.ar.us |
| Ivory Primary | 870-836-7381 | fwlilly@cfsd.k12.ar.us |
| CF Intermediate | 870-836-6876 | asanchez@cfsd.k12.ar.us |

Should you have any other questions regarding your child's education, please do not hesitate to contact us at 870-836-4193.

PARENT & FAMILY ENGAGEMENT PLANS & RESPONSIBILITIES

The Camden Fairview School District has complied with Section 1, Arkansas Code Annotated 6-15-1704 (a) as amended – Parental Involvement Plans for Public Schools.

A copy of the complete elementary parental involvement plan is available at cfsd.k12.ar.us. Parents are required to acknowledge receipt of the plan summary (Appendix E). The needed documentation is included in your registration information.

Camden-Fairview K-5 Parental Involvement Plan 2020-2021

Six standards are included in the Parental Involvement Plan: Communication, Parenting, Student Learning, Volunteering, School Decision Making and Advocacy, and Collaborating with the Community. The stakeholders responsible in each area include: school, parents & family, teachers, and students.

School Mission: To increase student achievement by building a partnership and knowledge base with parents about what is expected for learning.

The Parental Involvement Team consists of administrators, instructional coaches, Parent Involvement Coordinator, teachers, counselors, community stakeholders, and students. The goal of this team is to develop a system that best supports our students toward educational and personal growth.

Camden Fairview Elementary Schools have developed a school-parent-compact. This compact outlines how parents, school staff and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. The compact will be reviewed annually.

Items in the compact include:

- a. **The Parent-Guardian Agreement** – this agreement gives a summary of how parents and guardians can best support their student.
- b. **The Student Agreement** – this agreement gives a summary of how the student can best succeed.
- c. **The Teacher Agreement** – this agreement gives a summary of how the teacher can best engage the child and motivate him/her toward success
- d. **The Principal Agreement** – this agreement states that the principal is dedicated to all parties involved for the growth of the student.
- e. **Frequent reports on progress**
- f. **Opportunities to volunteer**
- g. **Reasonable access to staff**
- h. **Opportunities to observe classroom activities**

A copy of the school-parent compact is included in each registration packet.

Standard I: Communication with Parents

- a. Prepare age appropriate family informational packets
- b. Conduct two Parent/Teacher Conferences per year
- c. Hold at least two curriculum family nights per year
- d. Send weekly and monthly informational items regarding student performance
- e. Provide clear information concerning expectations and offerings
- f. Provide feedback on student performance via report cards, progress reports
- g. Disseminate information on school policies and procedures and include parents on decision making process
- h. School's process for resolving parental concerns as outlined in the handbook
- i. Encourage immediate parent/teacher/administrator contact when concern arises
- j. Provide opportunities for teachers and parents to communicate positively
- k. In the 2018-19 school year, and every fourth year thereafter, all educators shall obtain two hours of parent involvement focusing on parent involvement strategies. Administrators will receive leadership in setting goals and expectations and creating a climate to promote active parent participation.

Standard II: Parenting

- a. Purchase parenting books, magazines, and other informative training material concerning responsible parenting available for check out.
- b. Create a parent center
- c. Parent Facilitator

- d. Newspaper article honoring all parents who attended both parent teacher conferences
- e. Participate in other activities in the community that encourage and support responsible parental involvement

Standard III: Student Learning

- a. Host an Open House and other parent meetings informing parents of curriculum, programs, and assessments requirements related to the school
- b. Conduct Family Night informing parents on how to best help students learn
- c. Involve parents in setting goals for students
- d. Work with PTO to provide different opportunities for the students' teachers

Standard IV: Volunteering

- a. Have welcoming school policies and procedures for visiting the school
- b. Survey parents to ensure they are volunteering in areas that interest them
- c. Include opportunities to volunteer from home
- d. Provide a volunteer resource book in the Parent Coordinator's room regarding parents' interests and times of availability
- e. Enable the formation of a Parent-Teacher Organization (PTO) and provide support as necessary
- f. Provide training at least annually for volunteers

Standard V: School Decision Making & Advocacy

- g. Publish school's process for working through parent concerns in handbook:
 - a. how to define the problem
 - b. whom to approach first
 - c. how to develop solutions
- h. Engage in other activities that encourage parents to participate
- i. Provide understandable, accessible, and well-publicized processes for influencing decisions, voicing concerns, and resolving problems
- j. Support the PTO
- k. Include parents on advisory committees directly relating to their students
- l. Provide data, policies, and practices to parents on a regular basis
- m. Treat parents' concerns with respect and demonstrate genuine interest in developing solutions
- n. Provide opportunities for staff and parents to collaborate and make shared decisions
- o. Coordinate and integrate parent involvement programs with other activities: (i.e. Head Start, Reading First, Home Instruction Programs, etc.)

Standard VI: Collaborating with the Community

- a. Create alumni advisory commission to provide advice and guidance for school improvement
- b. Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning
- c. Community Stakeholders will be invited to collaborate and be involved in the education of students. Such programs and activities include, but are not limited to:
 - Lockheed Martin
 - Arkansas Game and Fish
 - Local Fire and Police
 - UPS
 - Junior Auxiliary
 - Arkansas Forestry Commission
 - Community Health Agencies: South Arkansas Regional Health Center, South Arkansas Youth Services Outpatient Clinic, Day Spring, and Department of Human Services
 - Aerojet Rocketdyne

Federal Program Requirements

- a. Jointly develop with parents the Parent & Family Engagement Plan/Policy in a language that parents can understand

- b. Involve parents in the planning, review, improvement, and evaluation of the Parental Involvement Plan and Title I programs
- c. Inform parents of rights to be involved in programs
- d. Joint development of school wide plan
- e. Annual Title I Meeting
- f. Requirements of Title I program
- g. Inform parents of Parental Information Center and Resource Centers (PIRC) link on website
- h. Changes to the Parent & Family Engagement Plan/Policy or School wide plan if parents find it unsatisfactory

ROLE OF PARENTS

You, the parent, are the first and most important teacher your child will ever have. It is our hope that each parent will be actively involved in the education of his or her child. You can help in many ways including:

- a. Being supportive of the teacher(s)
- b. Setting aside a time to listen to your child read frequently
- c. Looking over your child's work and seeing that he/she completes assigned homework
- d. Attending parent-teacher conferences
- e. Seeing that your child comes to school each morning well rested, clean, with any assigned work, and with a positive attitude

Remember that your child will recognize the importance of education only if you demonstrate that you consider his/her education of utmost importance. A copy of the Student/Teacher/Parent Contract, which you signed, is included in Appendix B in the back of this book.

VISITS TO SCHOOL

Visitors are always welcome at Camden Fairview elementary schools. However, ALL visitors are required to register in the office before proceeding to other areas of the campus. The office staff will issue you a visitor's badge at this time. We will be glad to help you so as not to interrupt the classroom instruction. If it is necessary for you to go to your child's classroom, a pass is required. We particularly encourage parents/guardians to occasionally have lunch with their children at school. Parents/guardians that wish to eat outside of the cafeteria (i.e. picnic tables at Ivory) may only do so with their child, or a child that they've been recorded to be a member of his/her contact list.

VOLUNTEERS

Volunteers are always welcome and needed to help in the schools in many different ways. Working in the office, health room, library, science lab, helping individual teachers, and tutoring students are only a few of the ways you can help. See your principal or parent coordinator to volunteer your time at your child's school. A completed Volunteer Information Form will assist your child's school in matching volunteers to needed areas (See Appendix L).

CONTACT BY NON-CUSTODIAL PARENT

1. Each child is equally accessible to each of the child's parents. Court-appointed guardians or persons otherwise acting in *loco parentis* to the child will be treated as custodial parents for purposes of this policy. Both parents must be identified to the school on enrollment forms at the beginning of each school year.
2. If there is any question concerning legal custody of the student, the custodial parent or person(s) acting in *loco parentis* shall present file-marked court documentation to the building principal or his/her designee establishing custody of the student. It shall be the responsibility of the student's custodian to make any court-ordered "no contact" or other restrictions regarding the non-custodial parent(s) known to the principal by presenting a copy of a file-marked court order.
3. The building principal may allow non-custodial parents to have access to the child during school hours if both parents are listed on enrollment forms and no court-ordered "no contact" or other visitation restrictions have been presented to the building principal or his/her designee. Any written objection by the custodial parent to the non-custodial parent's access during school hours will be honored by the building principal.
4. Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school.

SUSPECTED CHILD ABUSE OR NEGLECT

The duty to report suspected child abuse or maltreatment is a direct and personal duty for statutory mandatory reporters and cannot be assigned or delegated to another person. There is no duty to investigate, confirm, or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment, or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer **who is a mandatory reporter** from directly reporting suspected child abuse or maltreatment. No school district or school district employee may require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students with 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 years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent and or/legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified 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-hours telephone number.

CHANGE OF PARENT/GUARDIAN ADDRESS OR HOME/WORK PHONE NUMBER

If you change your address, phone number, or work location, please notify the school by note, e-mail, or fax. **If an accident should happen while your child is in school, we need to be sure a parent or guardian can be reached without delay.** A minimum of three numbers will be needed to reach someone in case of an emergency. **Contact numbers will also be used by the Parent Notification System to broadcast emergency information, announcements, early dismissal times, etc.**

REPORTS TO PARENTS

Reports are made to parents every nine weeks by mid nine-weeks reports, quarterly report cards, or parent-teacher conference. At the end of each nine-week period, a report card will be sent home to the parent/guardian. During the fifth week of the nine weeks, progress reports will be picked up at parent/teacher conferences or sent home to the parent/guardian of all students.

PARENT-TEACHER CONFERENCES AND COMMUNICATION

The district recognizes the importance of communication between teachers and parents, guardians, or other adults standing in the position of a parent to a particular student. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or other responsible adults when they feel the need to discuss their child’s progress with his/her teacher. Parents may schedule conferences any time during the year by contacting the office. Whenever possible, such

conference should be scheduled in advance. It is helpful to call the school to find out the teacher's conference time. All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the **participation or non-participation** of the parent or other responsible adult for each scheduled conference.

Teachers are **required to communicate** during the school year with the parent or other responsible adult of each student to discuss student academic progress. More frequent communication is required with the parent or other responsible adult for students who are performing below grade level. Teachers also use Student Planners and Communication Folders to communicate with parents on a more frequent basis. **These are usually sent home on Thursday or Friday.**

If a student is to be retained at any grade level, a personal conference will be held with the parent, the teacher, the counselor, and the principal or his/her designee and the reasons for retention shall be communicated.

PARENT TEACHER ORGANIZATION

Each elementary building has an active Parent Teacher Organization (PTO) dedicated to helping meet the educational needs of our students. Parents are encouraged to join the PTO. Meetings are held several times throughout the year.

The purposes of the PTO are:

1. To encourage a closer relationship between the home and the school, providing an opportunity for families and teachers to work cooperatively towards educating the whole child.
2. To raise and allocate funds to supplement materials, supplies, and equipment as deemed necessary by the PTO Executive Board for the benefit of all students.

For More information on School Improvement:

ARKANSAS COMPREHENSIVE SCHOOL IMPROVEMENT PLAN **LOG-IN INFORMATION**

Go to: Indistar.org

| | |
|----------------------------|-----------------------|
| District-login-guestDAR369 | password-guestDAR369 |
| CFHS-login-guestSAR2227 | password-guestSAR2227 |
| CFMS-login-guestAR602 | password-guestAR602 |
| CFIS-login-guestSAR2228 | password-guestSAR2228 |
| IPS-login-guestSAR1644 | password-guestSAR1644 |
| FES-login-guestSAR1522 | password-guestSAR1522 |

IV. CAMDEN FAIRVIEW SCHOOL DISTRICT STUDENT DISCIPLINE POLICIES

I. INTRODUCTION

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons' certain rights, and the United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. Students are protected by the Constitution and that responsibility for protection applies to Boards of Education as it does to other individuals and agencies. The state legislature gives school boards rule-making authority regarding student behavior, but such authority is balanced by the Constitution and the courts.

Student responsibilities, on the other hand, should also be as clearly spelled out as possible. While an individual does have a right to pursue his or her own self-fulfillment, those rights must be balanced where they impinge upon the rights of others. Here are examples of selected student rights.

Students have the right to:

- a. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- b. Participate 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.
- c. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- d. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- e. Participate in patriotic exercises or refrain from participating.
- f. Be secure in their persons, papers, and effects against unreasonable searches and seizures; have privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing prohibited materials.
- g. Determine their own dress, except where such dress is unsafe, unclean, or is contrary to the school's dress code, or is so distracting as to clearly interfere with the learning and teaching process.

II. PARTICULAR PROVISIONS

A. DISTRIBUTION OF LITERATURE AND PETITIONS

1. Students shall have the right to distribute and possess petitions and literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause or is causing substantial disruption of school activities. All petitions and literature shall be cleared through the building principal before distribution. The time(s) and place(s) of distribution of all literature and/or petitions that have been cleared shall be approved by the building principal.
2. All literature and/or petitions shall be free of obscenities, false or misleading statements, and personal attacks, and shall be within the bounds of reasonable conduct. Students signing authorized petitions shall be free from recrimination or retribution from members of the staff and administration.

B. SCHOOL NEWSPAPER AND UNOFFICIAL PUBLICATIONS

1. Students may establish and maintain a student or school newspaper, if this publication is to report school news.
2. Students have the right to editorialize.
3. Students must refrain from printing anything that might contain obscene language, false or misleading statements, or vindictive and/or malicious statements, or which might otherwise disrupt the educational process.

C. SCHOOL ORGANIZATIONS

1. Camden Fairview School District does not prohibit student organizations at the elementary or secondary level.
2. Students have the right to join an existing club and should not be restricted from membership on the basis of race, national origin, or other arbitrary criteria.
3. Students may, however, be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. This amendment gives exemption to organizations that are:
 - a. Voluntary youth service organization;
 - b. Tax exempt under Section 501 (a) of the 1954 Internal Revenue Code (religious and charitable organization);
 - c. Single sex by tradition; or
 - d. Principally composed of members under the age of 19.
4. School fraternities and secret societies are banned in Arkansas public schools. (Chapter 20 of The School Laws of Arkansas, Act 171, 1929).
5. A new club or organization may be formed if it is in compliance with sections 2 and 3 above, there is sufficient student interest, a faculty member in the building agrees to serve as club or organization sponsor, and the Board of Education gives approval.
6. Any such approved club or organization shall be subject to reasonable rules and regulations promulgated from time to time by the Board of Education. The approval for any club or organization, and its continued existence, can be terminated by the Board of Education for violation of rules and regulations.

A. POSSESSION/USE OF CELLULAR PHONES AND/OR OTHER ELECTRONIC COMMUNICATION DEVICES

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices **during class time** in any manner;
2. Permitting any audible sound to come from the device
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or restrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Elementary school students (K-5) are not allowed to bring cell phones or electronic devices to school.

Discipline Procedures:

1st Offense: Confiscation of the device. Parent/Guardian must come and pick up the cell phone/device.

- **2nd Offense:** Confiscation of the device. The student's parent/guardian will be required to pay a \$25.00 fine to retrieve the cell phone/device.
- **3rd Offense:** Confiscation of the device. In-School Suspension for 3 days and student's parent/guardian will have to pay a \$25.00 fine to retrieve the cell phone/device.
- ***4th Offense:** Confiscation of the device. In-School Suspension for 5 days and the student's parent/guardian will be required to pay a 25.00 fine to retrieve the cell phone/device.

Refusal to give phone over to school official will be considered "Insubordination", which will result in:

- **1st Offense: 3 days OSS.**
- **2nd Offense: 5 days OSS.**
- **3rd Offense: 10 days OSS and recommendation for Expulsion.**

Electronic devices, including but not limited to communication devices and/or electronic devices with photographic capabilities, confiscated during state mandated tests and assessments will not be returned until the end of the school year. (A.C.A. 6-18-502)

The school will not be responsible for loss, damage, or theft of any electronic device brought to school or on district property.

B. SEARCH AND SEIZURE

Camden Fairview School District must create and maintain a climate in the schools that assures the safety and welfare of all students.

1. Locker Search

The district policy on the search of student lockers will be as follows:

- a. A search will be conducted if there is reasonable suspicion to believe that a controlled substance, weapon, other contraband, or evidence of criminal activity or violation of school disciplinary rules and regulations is present.
- b. Students are hereby informed that school authorities have equal access to lockers, desks and other similar areas.
- c. Students will be informed of conditions governing the use of school lockers, desks, and other similar areas.
- d. A blanket search of lockers will not be conducted except in unusual circumstances, such as in the case of a bomb threat, etc.
- e. Locker searches as permitted herein will normally be in the presence of the student whose locker is being searched. However, if the student is absent from school or otherwise unavailable, the school reserves the right to conduct the search in the absence of the student.

2. Personal Search

A search of a student's person should be limited to a situation in which the administration has reasonable suspicion that the student is concealing some item specified under 1(a) above dealing with the locker searches. Metal detection devices will be used by the administration to prevent and discover violations of these rules in regard to weapons. The response of a metal detection device, or the refusal of a student to submit to an examination, will constitute reasonable suspicion of concealment.

Such items as specified in 1 (a) above, and other items which may be used to substantially disrupt the educational process, will be removed from the student's possession, seized and may be reported and transmitted to the proper authorities.

- a. An adult witness of the same sex of the student will be present when a personal search is conducted.
- b. Students will be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search unless there is reasonable suspicion that a dangerous weapon (such as a gun or knife) or contraband material is being concealed. In that event, an immediate search of a student's person can be done by a school official of the same sex and with an adult witness present.

3. Automobiles

Searches of automobiles in or near the school grounds will be permitted for the same items and under the same circumstances as specified herein for student locker searches.

4. Sniff Dogs

The school district reserves the right to use "sniff dogs." If the dogs are used, the school district will adhere to all laws concerning their use. Each student will be afforded his or her Constitutional rights.

5. Constructive Possession

Students are hereby notified that the presence of anything which would violate any rules or regulations if in the personal possession of a student can also be deemed a violation if found in a student's automobile, locker, desk or other area primarily under the student's control.

III. STUDENT CONDUCT NOT PERMITTED

All pupils are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action including, but not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or in route to or from school. In this regard, students and parents should be on notice that the school expressly reserves the right to punish conduct occurring off the school grounds whenever that conduct is likely to have a disruptive impact on the educational process. Students and parents are expressly warned that criminal activity and conduct by students away from school property and school activities will be subject to punishment hereunder, including suspension, alternative school, and expulsion, outside and independent of the criminal justice system, whenever the criminal conduct is likely to have a disruptive impact on the educational process. Such discipline does not require a prior finding of guilt by the criminal justice system and can be based instead on a prior school administration determination with due process of law by a preponderance of the evidence that the student engaged in the conduct charged. The school district determination can be based on law enforcement investigation files, affidavits, statements, and other matters, after the student is afforded an opportunity to take issue with the accuracy of such matters consistent with due process of law.

1. General Behavior:

Students have the responsibility to:

- a. Attend classes daily, be on time to all classes and obey school rules.
- b. 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.
- c. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- d. Develop tolerance of the viewpoint and opinions of others; recognize the right of other individuals to form different points of view; and dissent in an orderly and respectful manner.
- e. Respect the rights of classmates who do or do not wish to participate.
- f. Respect the rights, property, and privacy of other students and school personnel; carry only those materials that are acceptable under the law and that are not hazardous to any person or property; and accept the consequences for the articles stored in their lockers and other areas primarily under student control.
- g. Observe the basic standards of cleanliness, modesty and good grooming and wear clothing which contributes to their own health and safety, as well as that of others.

2. Disregard of Direction or Commands:

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers or other authorized school persons.

Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

3. Disruption and Interference with School:

No pupil shall:

- a. Occupy any school building or property with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- b. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- c. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- d. Prevent students from attending a class or school activity.
- e. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
- f. Make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
- g. In any other manner by the use of noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct the natural and probable consequence of which is to cause the disruption or obstruction of any such lawful process or function.

- h. Fail to identify oneself on request of any teacher, principal, superintendent, school bus driver, school security officer or other school personnel.
- i. Encourage, aid, or abet another student in the violation of any rule or school board policy.

4. Immorality:

A student shall abstain from indecent and immoral acts, gestures, and language.

5. Gambling:

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

6. Physical Force / Fighting:

- a. Any unconsented touching or application of physical force by a student to another person, or threatening to do so, is a violation of these rules.
- b. No student shall intentionally or carelessly engage in any conduct which creates the risk of injury to another person.
- c. The striking or hitting of another person by a student is a violation of these rules. Fighting is a serious disciplinary offense and will not be tolerated. **Suspension and/or expulsion can result for a student identified as the aggressor in a fight, as a repeat offender, or where serious physical injury results to another person.**

7. The Possession of any Firearm or Other Weapon Prohibited on School Property:

- a. A student shall not possess, handle or transmit a knife, razor, ice pick, explosive or incendiary device, firearm, air gun, or, any other object capable of being used as a weapon.
- b. A student shall not use any object as a weapon.
- c. Students are required to report the presence of a dangerous weapon on the school grounds or at a school sponsored event to a teacher or other appropriate person. The failure to do so is a violation of these rules.
- d. A student shall not possess, handle, or store contraband materials on school property or at school sponsored events. Contraband is defined as anything the mere possession of which is a violation of the law or of these rules.

8. Possession of Alcoholic Beverages or Drugs by Students on School Property or at School Sponsored Events:

- a. A student shall not illegally possess, sell, use, transmit, or be illegally under the influence of any controlled substance, as defined in Act 590 of 1971 of the State of Arkansas, as amended, or any alcoholic beverage of any kind. Controlled substances include hallucinogens, amphetamines, barbiturates, and marijuana. However, this rule applies to all substances controlled by Act 590, and the burden is on the student to accurately identify any substance in his/her possession.

9. Damage or Destruction of School Property and of Other Persons:

- a. A student shall not cause or attempt to cause damage to property belonging to the school or to another person.
- b. The school district may attempt to recover damages from the student destroying school property, or from the parents of that student.
- c. Arkansas law provides that parents of any minor student under the age of 18 and living with his/her parents may be liable for damages caused by said minor in an amount not in excess of \$2,000.00.

10. Theft:

- a. A student shall not steal or attempt to steal property belonging to the school or to another person.
- b. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

11. Student to Student Sexual Harassment:

Sexual harassment consisting of using immoral words and unconsented touching of another student will continue to be violations of the disciplinary rules, as they have always been. Such conduct will also violate the rule against student to student sexual harassment. Simply speaking, there are two kinds of sexual harassment, direct and indirect. Direct sexual harassment is making physical or verbal advances of a sexual nature to another person when such advances are not invited, welcomed, or agreed to by the other person. Such conduct is a violation of the disciplinary policies. Indirect sexual harassment occurs when a person talks or acts in any way related to sex that creates an unpleasant or hostile environment for other persons present. Such conduct is also a violation of the disciplinary policies. In other words, whenever a student touches another student, or talks about touching another student, in a sexual context and the contact or verbal comments are unwelcome, the student can be guilty of sexual harassment. When a student acts or talks with general sexual overtones in the presence of other students in a way that makes it unpleasant or hostile for those present, regardless of the motives of the actor or speaker, that student can also be guilty of sexual harassment. Sexual harassment by students is a serious violation of the disciplinary policies. The punishment for sexual harassment can consist of the full range of available punishments, depending upon the gravity of the offense, and including suspension, alternative school, and expulsion for aggravated harassment or repeat offenders. Any student who believes that he or she has been sexually harassed, or any parent or guardian who believes his/her child has been sexually harassed, should immediately report that belief to a teacher or administrator.

12. Behavior Not Specifically Covered Above:

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

In addition to rules of behavior herein specified, it is expressly recognized that building principals, with the advance approval of the Superintendent, can from time to time promulgate and publish reasonable rules of behavior and conduct on particular school grounds and punish violations thereof, subject to the general considerations and specifications appearing in these written policies. Such rules will not be added to these policies. However, such rules will be in writing, will be posted or otherwise communicated to students generally, and will be available in the principal's office for inspection. Students will be held responsible to have knowledge of the content of these written policies and any other rules which properly originate from the building principal.

13. School Transportation:

For purposes of these rules, school buses and other district owned transportation are considered school property, so that any student conduct restricted when it occurs in school buildings or grounds is also restricted when it occurs on a bus or other transportation conveyance. Specific behavior and other rules for school buses will, from time to time, be adopted by the administration.

IV. RESPONSE BY ADMINISTRATION

A. Student Disciplinary Review Committee

There is hereby authorized and created a Student Disciplinary Review Committee (DRC) consisting of Camden Fairview School District's licensed psychological examiner, who shall be chairman, and two members of the administration or faculty designated by the Superintendent. Anytime a principal recommends long-term suspension or expulsion of a student to the Superintendent, the case shall automatically be referred to the DRC. The DRC is a representative of the Superintendent.

Any principal recommending long-term suspension or expulsion of a student shall notify the counselor as soon as practical. The counselor is designated as the advisor for the student and parents at all stages of the disciplinary process. The counselor's role is merely advisory to the student and parents and is in addition to the student's right to be represented by an attorney or lay representative of their choosing.

The DRC is directed to make recommendations in serious disciplinary cases. The DRC shall adopt a policy statement to be adhered to generally. However, it is understood that the DRC has full discretion to modify its policy from time to time both generally and in individual cases to meet the needs of a particular case. The recommendations of the DRC to the Superintendent and to the Board of Education shall be advisory only and in no way are binding on any principal, the Superintendent, or the Board of Education.

B. Punishment

The school district has decided against specifying the mandatory punishment for violation of certain rules as being too inflexible. Instead these policies will state the general considerations to be applied by those teachers and administrators in direct charge of the disciplinary system. However, due process and fairness to the students will always be a consideration. There will be no application of discipline that is unreasonable, arbitrary, capricious, or discriminatory.

The severity of punishment for a particular violation will be determined by the school district after taking into consideration the seriousness of the offense, the frequency of that particular violation or other violations by the student, the general facts and circumstances surrounding the event, as well as other relevant facts and circumstances, including those to show mitigation or provocation. Generally, the school district will endeavor to apply principles of progressive discipline together with a philosophy of "making the punishment fit the crime." That is, serious violations will be punished more severely than less serious violations and subsequent violations by the same student will be punished with increasing severity. It is possible that repeated violations of a rule by different students could create a problem that would lead to increased punishment for future violations of that particular rule. Examples of serious violations include, but are not limited to, striking a teacher or other person in authority, threatening deadly violence to another person, threatening serious damage to property, fighting, possession of a weapon or controlled substance, and theft of property. Examples of less serious violations would include, but not be limited to, inattentiveness in class, violation of a building rule on time of arrival at school or entry in the building, tardiness to school or entry in the building, and tardiness to school or class. However, students are expressly warned that any violation of these rules or a building's rules is considered serious. If the violation were not important, then there would not be a rule against it.

Students are expressly put on notice that sufficiently serious misconduct can, under appropriate circumstances, lead to expulsion, suspension, or other serious discipline, even if it is a first offense and there has been no prior warning to the student. While every case is judged on its own merits and circumstances, it is the general rule for the school district to punish violations involving possession or use of weapons, deadly threats, striking teachers or persons in authority, or possession of controlled substances with first offense expulsion. Repeated instances of relatively minor misconduct can, after warning, become grounds for the most serious discipline.

The most serious punishment is expulsion from school. The least serious punishment is an oral reprimand and conference with the student. Intermediate penalties include suspension from school for more than ten school days, suspension from school for less than ten school days, assignment to the In-School Suspension program, assignment to detention hall or other compulsory attendance activities before or after regular school hours, and corporal punishment. This list is not intended to be all inclusive, it being recognized that it is beneficial for teachers and administrators to have the discretion to fashion remedies designed to solve particular disciplinary problems.

C. In-School Suspension:

Camden Fairview School District will operate In-School Suspension (ISS) classrooms at each district building. In many cases, a student may be assigned to ISS in lieu of a suspension. By removing students who violate behavior policies from the normal classroom environment, ISS will provide a more productive learning atmosphere in our schools. Also, ISS will decrease the number of suspensions and expulsions.

When a student has reached the point that a suspension would be in order, then he/she can be assigned to ISS. A student who chooses not to go to ISS will not be allowed to return to regular classes until the assignment to ISS is fulfilled.

Experience has shown that repeated assignments to ISS have not served as an effective deterrent to continual misbehavior of students. Therefore, after a student has been assigned to ISS three (3) times in one school building in the district, the building principal should invoke more stringent penalties if further violations of student conduct occur. These more stringent penalties may include suspension of up to ten (10) days or recommendation of expulsion.

Due process will be given each student assigned to ISS. Parents will be notified in writing by the administrator making the assignment. The written notice will include the reason the student was assigned to ISS.

Student assignment to ISS will be for indefinite periods. Students will be readmitted to regular classes when the director in the In-School Suspension and the administrator making the assignment are convinced the student is ready for readmission. Before reassignment to regular classes, the Student Reassignment Contract will be signed by the student, the ISS director, and the administrator. Transportation to and from ISS will be the responsibility of the student and the student's parents or legal guardians.

Students assigned to ISS will be given the opportunity to complete classroom assignments and tests while in ISS. The student will be expected to make up class assignments to enable the student to keep up with the class. A teacher may send tests to the ISS classroom for the student to take or these tests will be made up when the student returns to the regular classroom. Full credit will be given for work correctly completed in the ISS classroom. Full credit will be given for work correctly completed in the ISS classroom. Regular teachers will not be expected to assign make-up work, give make-up tests, or help the student catch up after returning to regular class other than the provision outlined here.

A student assigned to ISS will not be permitted to participate in assemblies, athletic contests, or any school sponsored activity during the time that he/she is assigned to ISS. A student assigned to ISS will not be allowed to attend any school sponsored event or activity during the ISS assignment.

D. Suspension and Expulsion:

State laws and State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner or who fail to abide by district attendance policies.

1. Suspension of Ten Days or Less:

A teacher may temporarily dismiss for disciplinary reasons any student from class.

- a. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
- b. The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
- c. The principal or any school or designee is authorized to suspend students from school for disciplinary reasons up to ten (10) school days, including the day upon which suspension was initially imposed. There shall be no opportunity to earn credit for work missed during the suspension.
- d. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
- e. If the student denies the charges, the principal shall explain to him/her the evidence upon which the charges are based and shall permit the student to present his/her side of the story.
- f. When the principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student-parent-principal conference within 24 hours, if possible.

- g. Additionally, the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.
- h. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- i. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference. Being on any school grounds while suspended is a serious violation of the rules.
- j. If, in the conference, no decision is reached by the principal for reinstatement of the student or if any suspended student or his/her parent or guardian (when student is a minor) requests a hearing before the Superintendent, the principal or designee shall extend the suspension of the student and shall furnish the Superintendent of Schools with a full report on the suspension within a period of five days from the request.
- k. The Superintendent of Schools or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report. The action by the Superintendent shall be final.
- l. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, or the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

3. Suspension of Longer Than Ten Days:

A suspension or expulsion for a specified period of time, or until a certain time (e.g., for the rest of the semester), which suspension period exceeds ten (10) days in duration is authorized. Long-term suspensions shall be by the Board of Education on the recommendations of the principal and Superintendent with the same hearing and procedural rights for the student as specified below for expulsions. Suspensions longer than ten (10) days can be with or without loss of credit.

Expulsions:

- a. The principal of a school may recommend that a student be expelled from school. A written recommendation to the Superintendent shall include a statement of the charge against the student.
- b. If the Superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
- c. All expulsions are permanent in that they are of indefinite duration. An expelled student can be readmitted to Camden Fairview School District only upon a majority vote of the Board of Education. Expulsion is the punishment reserved for misconduct of the most serious nature. However, repeated misconduct of a less serious nature can after warning become the basis for expulsion.
- d. The Superintendent or designee shall give written notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the Superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
- e. The notice will also describe briefly but clearly the conduct in which the student is alleged to have engaged.
- f. Student expulsion hearings before the school board shall be presided over by the board president or another board member selected by the board. The student shall be entitled to be represented by a parent, lawyer or lay counsel. The rules of evidence shall not apply, and reasonable limits can be imposed by the Board on the number of witnesses, length of witness testimony, and length of arguments by the administration and student or student/representative.
- g. The Superintendent or his designee shall present the case for the administration. This can be accomplished through live testimony, through *ex parte* statements, or from witnesses with personal knowledge of the events or circumstances which give rise to the expulsion recommendation.
- h. The student or representative may then present witnesses or statements by witnesses with personal

- knowledge of events or circumstances.
- i. At the conclusion of the hearing, the Board may discuss the matter and dispose of it by vote.
 - j. If the board does not expel the pupil, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of school work. The Board shall make findings, which shall be stated in writing within ten days by the Board or its designee.
 - k. The school administration has the burden of going forward with the proof.
 - l. The presiding officer will be in charge of the hearing, determine the order of proof and proceeding and make all necessary rulings.
 - m. In accordance with Act 709 of 2019 Camden Fairview School District will offer students who have been expelled digital learning courses, or other alternative educational options, to receive academic credits that are at least equal to credit that the expelled student may have received if still enrolled.

4. Group Hearings for Suspension or Expulsion:

- a. When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the Board believes the following conditions exist:
- b. A group hearing will not likely result in confusion, and
- c. No student will have his/her interest substantially prejudiced by group hearing. If, during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

E. Student School Records and Educational Records:

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials."
2. Parents with legal custody or legal guardians of students will have the opportunity to inspect a student's records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.
3. A school may release personally identifiable data from a student's record only if written permission (consent) has been obtained from the parents or legal guardian of the student before releasing such information.
4. Only in two specific instances is written permission not required:
 - a. School officials within the school may request and receive a student's record.
 - b. Officials of other schools or school systems in which the student has enrolled may request and receive a student's record.
5. When any student has reached the age of 18, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.
6. A parent who has legal custody or a legal guardian of a student will have access to student records in compliance with the Family Education Rights and Privacy Act. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Directory information will include name, address, telephone number, date of birth, and place of birth. The school may release directory information without the prior consent of the student or student's parent or legal guardian if the following steps are taken:
 - a. Notice of intention to release information that states the type of information to be released must be given.
 - b. Student and parent or legal guardian know they have the right to refuse to permit release.
 - c. A time limit is given for refusal to permit release.
8. A student's parents who have custody, or a legal guardian, who believe educational records are inaccurate, misleading, or inappropriate may appeal to the building principal in writing. The appeal must include what is believed to be inaccurate, misleading, or inappropriate, and what it is believed that the record should show. The principal will review the appeal and render a decision. If the principal's decision is not satisfactory, the complainant may appeal the principal's decision to the Superintendent of Schools.

F. Discipline for Students with a Disability:

1. Students with a disability who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individualized education plan (IEP) team for a student with a disability should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. Students with a disability may be excluded from school only in emergencies and only for the duration of the emergency. A disabled student will not be suspended for more than ten (10) days in a school year unless and until there has been a review conference with the IEP Committee.
4. After an emergency suspension is imposed on a student with a disability, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
5. The suspended student should be offered alternative educational programming for the duration of the exclusion.
6. The school district's designated grievance officer for Section 504 of the Rehabilitation Act of 1974 is the Assistant Superintendent, Grievance Procedure, 625 Clifton, Camden, Arkansas 71701 -- (870)836-4193. If the individual filing the complaint feels the problem has not been resolved, he or she may appeal to the Superintendent of Schools in writing. Should the complainant wish to appeal the Superintendent's response, he or she may do so by filing the complaint in writing to the Board of Education, c/o Superintendent's Office, 625 Clifton, Camden, Arkansas 71701. The Board will notify the complainant of the date, time, and place of the hearing before the Board. Following the hearing, the Board will render a decision within a reasonable time and notify the complainant in writing.

G. Due Process:

Every student is entitled to due process of law in the application of discipline. Due process is most frequently defined as "fundamental fairness" under the circumstances of a particular case. Where a student is merely reprimanded by a teacher, fundamental fairness would be satisfied by being given the opportunity to proclaim innocence. The more serious the discipline, the more formal will be the procedure to ensure that fundamental fairness is practiced.

1. Due process will be afforded students in significant disciplinary cases. Significant disciplinary cases are defined as those which could result in suspension for ten school days or less, and assignment to In-School Suspension or inclusion of an unfavorable observation or conclusion in the student's permanent records. The following due process rights will be observed in such cases.
 - a. Prior to the application of significant discipline, the school principal or his/her designee shall inform the student of the rule or regulation that the student is accused of violating, as well as the factual basis of the accusation.
 - b. The student shall be given an opportunity at that time to explain his/her version of the facts.
 - c. Written notice of application of significant discipline and the reasons thereof shall be given to the student and his/her parents.
 - d. Any parents or other persons having custody of the student shall have the right to appeal the application of significant discipline to the Superintendent of Schools.
2. The above procedures shall be furnished to students and parents and shall be available to students on request at the principal's office in each building.
3. The student does not have an absolute right to the presence of a parent or other representative during the above due process steps. However, parents, guardians, or custodians will normally be afforded an opportunity to discuss the case with the particular principal at the earliest practical time.
4. The process for appealing the application of significant discipline to the Superintendent of Schools shall be the same as for processing any other grievance about any aspect of school activity. First, the student or his/her parent, guardian or custodian must discuss the matter with the teacher or other person directly involved in the grievance. If the grievance is not resolved in this discussion, the grievant must next bring it to the attention of the school principal, who shall meet with the grievant at the earliest practical time to discuss the matter. If the grievance is not resolved in this discussion, it may be appealed in writing to the Superintendent of Schools. This writing must state the complaint and the facts giving rise to the grievance, as well as a brief statement of the relief requested. The decision of the Superintendent of Schools shall be final.

ANTI-BULLYING
Revised 06-27-12

All pupils are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe upon the rights of others. A violation of this policy will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school sponsored event/function, or at a school sanctioned event. Bullying is also prohibited while in school vehicles, on school buses, and at school bus stops. Bullying is a destructive behavior that will erode the foundational principles on which the school system is built. **The school will not tolerate any behavior that is classified under the definition of bullying and will take the necessary steps needed to eliminate such behavior.** For purposes of this policy, the definition of bullying shall include cyber bullying as outlined in Act 115 of 2007 and Act 905 of 2011.

Believing that prevention is the strongest means available in eliminating bullying, the school will offer programs or educational materials regarding the nature of bullying, its consequences should a student choose to engage in this type of behavior, and the procedures for reporting an incident which involves bullying. The information will emphasize that this district will not tolerate bullying and that school employees, volunteers, and students are encouraged to report instances of bullying without fear of consequences. Any report will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior. Appropriate measures will be taken in dealing with such students.

It will be considered a violation of the anti-bullying policy for any student to inflict bullying behavior, as defined in this policy, upon another student(s) or school staff. After completing an investigation of the reported incident, a student who is found to have participated in bullying behavior will be subject to disciplinary action that is appropriate for the degree of seriousness of the bullying behavior. A student that has been found to be the perpetrator, the target, or a participant in a mutual conflict may be required to sign a No Contact Agreement (see Appendix J) as a means to stop the behavior. CFSD will also implement the Sequence of Interventions Plan to address bullying behavior.

For purposes of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found in violation of this policy if their conduct has been found to have the effect of humiliating or embarrassing a student (i.e. name calling, mean talk, etc.), 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

Bullying behavior will generally be established when an individual has endured a pattern of offenses or when a single serious act is committed. The surrounding circumstances will play a part in determining what is or is not considered bullying.

Any employee who witnesses or has reliable information that a pupil has been the victim of bullying shall report the incident to the building principal.

Any person who files a complaint with the appropriate building principal will not be subject to retaliation or reprisal in any form.

Students who believe they have been victimized by a bully should notify the school counselor, their teacher, or the building principal, any of whom will assist in getting help for the child and take appropriate steps to ensure that bullying behavior is stopped. To the extent possible, complaints will be treated as confidential.

Definitions of Bullying

Here are four definitions to incorporate. Note the detailed examples we have provided as well.

Bullying

Anyone who repeatedly uses physical, verbal (including spoken and written language), and/or cyber forces in a negative manner toward or in regard to another person.

There are three types of bullying:

1. Physical Bullying:

The repeated use of force toward a person's body or personal belongings.

Examples:

Hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

2. Verbal Bullying:

Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).

Examples:

Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake complements, using the R word (Retarded), sexual orientation attacks

3. Cyber Bullying:

Repeatedly using social media, email, or electronic devices in a negative manner toward or in regard to another person.

Examples:

Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.

Camden Fairview School District
Sequence of Bullying Interventions Plan

Step 1

- Student Conference
- Verbal and written warning
- Copy of school anti-bullying policy and procedure
- Bullying Information
PACER's National Bullying Prevention Center, www.pacer.org/bullying
Basic Facts about Bullying, <http://eschooltoday.com/bullying/what-is-bullying-for-kids.html>
Stomp out Bullying, <http://www.stompoutbullying.org>
- Write a report on bullying
- Assign Meeting with Human Service Worker
- **Parent conference and/or call**

Step 2

- **Parent conference**
- Guidance Counselor referral
- No Contact Agreement
- Meet with Human Service Worker weekly
- In-School Suspension-D-Hall Progression (Include research paper dealing with Bullying)
- Tina Embry-License Professional Counselor

Step 3

- Conflict management group (Internal or external)
- Group Counseling
- Tina Embry-License Professional Counselor
- Juvenile court liaison
- **Parent mediation**
- School service hours (Example: Reading to young children, help with their problems)
- Out of School Suspension

Step 4

- Local Police Department
- Juvenile court liaison
- Out of School Suspension

Step 5

- Expulsion

V. BUILDING DISCIPLINE

DISCIPLINE OF STUDENTS

CFSD strongly believes that controlled discipline procedures are necessary to create an environment conducive to learning. It is expressly recognized that building principals, with the advance approval of the Superintendent, can from time to time promulgate and publish reasonable rules of behavior and conduct on particular school grounds and punish violations thereof, subject to the general considerations and specifications appearing in the Camden Fairview School District Discipline Policies (Discipline Policies). Such rules will not be added to the Discipline Policies; however, these rules of behavior and conduct are reproduced below, will be posted or otherwise communicated to students generally, and will be available in each respective building principal's office for inspection. Students will be held responsible to have knowledge of the content of the Discipline Policies, other written policies, and any other rules which properly originate from the building principals. Students are expected to follow all rules while on CFSD school campuses, at school functions, at CFSD bus stops, and while riding CFSD buses. Misbehavior such as fighting, profanity, and/or disrespect of faculty, staff, or other students will not be tolerated and will be dealt with accordingly. Violations of the policies contained herein will result in penalties ranging from a minimum of a verbal warning to a maximum of a recommendation for expulsion.

Behavior not specifically covered below:

CFSD reserves the right to punish behavior that is not conducive to safe and orderly school, even though such behavior is not specified in the above-written rules.

CAMDEN FAIRVIEW K-5 SCHOOL BEHAVIOR MATRIX

Positive School Behaviors

| | |
|--|--|
| Demonstrating good listening | Talking with others positively and supportively |
| Following classroom rules | Focusing on/completing work on time |
| Following classroom procedures | Using appropriate tone/volume/pitch of voice |
| Apologizing appropriately | Accepting consequences quickly and appropriately |
| Waiting to be called on before speaking | Treating personal/school/other's property with respect |
| Being kind to others | Asking adults for help to solve serious problems or to stay safe |
| Telling the truth | |
| Cooperating/sharing with others | |
| Dealing appropriately with peer pressure | |

School-Wide Incentives for Positive Behaviors

| | |
|---------------------------------|---|
| Praise or compliments | Special recognition in school newsletters |
| Positive phone calls | Free internet time |
| Positive note on papers | Homework passes |
| WOW awards | Custodial / cafeteria helpers |
| Positive visit to the principal | Opportunities to help |
| Positive postcards home | Name on star wall |
| "High fives" / applause | Reinforcement tickets |

The Camden Fairview School District shall implement positive behavioral supports in accordance with Act 1084 of 2021 in the application of student discipline.

Intensity I Behaviors – Behavior problems in the classroom that teachers handle with a minimum of interaction or intervention (using physical proximity, a social skill prompt, reinforcing other students’ appropriate behavior, giving a non-verbal cue to the student, loss of student privileges, a classroom time-out, a note or call home, student completes a behavior action plan).

Level I – Inappropriate Behaviors

- Inappropriate tone/volume of voice/rudeness
- Not listening, paying attention, following directions
- Tattling or teasing, and or taunting
- Not in designated area of room
- Not bringing materials to class
- Failure to quickly change classes
- Failure to be respectful to others/unkind words
- Not following directions or being defiant
- Distracting others
- Not keeping hands to self
- Pushing or shoving
- Pushing/Poking (without harmful intent)
- Calling/shouting/blurting out answers
- Non-Speech noises that disrupt the class
- Horseplay, running in class
- Rudeness

Intensity II & III (Persistent or Antisocial) Behaviors – Behavior problems in the classroom that are so significant or so persistent that they require some type of out-of-classroom intervention (e.g., a referral to the office or D-Hall) and some type of systematic problem solving and classroom-based intervention after the out-of-classroom consequence.

Level II – Inappropriate Behaviors

- Continued or more intense Level I Behaviors
- Arguing with teacher or significant defiance
- Cheating
- Harassment, bullying, or any threatening (i.e. staring/attempting to nonverbally intimidate others)
- Pushing/Poking (hands on others)
- Communicating with inappropriate content
- Inappropriate hand gestures, language (i.e., racial/gender identification/sexual orientation)
- Inappropriate use of technology

Level III – Inappropriate Behaviors

- Continued or more intense Level II Behaviors
- Hazardous behaviors/safety issues (spitting, kicking, scratching, biting)
- Sexual harassment/sexually inappropriate behavior
- Vandalism
- Stealing
- Fighting /striking with a body part or object
- Terroristic threats toward students or staff

Corporal Punishment:

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a licensed employee. The punishment shall not be excessive or unduly severe. The parent or guardian shall be notified prior to administration of corporal punishment unless prior approval has been given in writing. Corporal punishment may be administered in accordance with the district's written student discipline policy only. However, Act 557 amended current law to prohibit the use of corporal punishment on a child who is intellectually disabled, non-ambulatory, non-verbal or autistic

Corporal punishment can be administered according to the following procedures:

1. It may be used only after other alternatives, including but not limited to counseling, have failed, or in unusual circumstances.
2. It will be administered in the office and in the presence of at least one certified employee in addition to the person dispensing it.
3. It will not be administered in the presence of other students, with malice or anger, or in excess.
4. Before corporal punishment is administered, the student should be informed of the rule and infraction for which the student is being punished. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to imposing corporal punishment.
5. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
6. The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal's office.

FAIRVIEW ELEMENTARY SCHOOL DISCIPLINE PLAN

Daily Conduct Points:

(Blue) = Beginning of the day

W (Green) = Verbal Warning

W√ (Yellow) = Child misses 5 minutes of recess

W√√ (Orange) = Child misses 10 minutes of recess

W√√√ (Red) = Child misses all of recess & note or call to parents (by teacher) and a referral to mentor/counselor/or principal

Weekly grading scale: 20 points per week, averaged weekly for a grade

Blue/Green – **4 points**

Yellow – **3 points**

Orange – **2 points**

Red – **1 point**

Suspended – **0 points**

Grading Scale for conduct:

Behavioral Achievement

Level 3 Meets Expectations 100-90 percent

Level 2 Progressing towards expectation = 89-70 percent

Level 1 Does not meet expectations = 69-0 percent

If a student is suspended within the nine-week period, he or she automatically receives/earns a Level 1 score in conduct. Bus transportation does not affect classroom conduct grades. When students misbehave in liberal arts classes, on the playground, in the cafeteria, in the bus line, etc., the person on duty or in charge will report it to the classroom teacher.

FES will follow the Multi-Tiered System of Supports when it comes to discipline. We are focused on researched based interventions to provide support for our students.

IVORY PRIMARY SCHOOL DISCIPLINE PLAN

Conduct Grading System – Students will begin each nine weeks with 100 points for a Conduct grade. Points will be deducted from that grade each week for behavior infractions. At mid-nine weeks, the total points deducted will be the conduct grade. Students will begin the second half of the nine weeks with 100 points for conduct. Points deducted will result in the conduct grade for that period of the nine weeks. The two grades will be averaged together resulting in the final conduct grade.

Behavioral Achievement

Level 3 Meets Expectations 100-90 percent

Level 2 Progressing towards expectation = 89-70 percent

Level 1 Does not meet expectations = 69-0 percent

Point Deductions/Infractions

2 points per warning/check

6 points for D-Hall

8 points per days of Principal Placement in D-Hall (2 days minimum for offense)

12 points from class where CP was earned

12 points per days if ISS per teacher

16 points per day per OSS per teacher

Good Conduct Award Certificate Guidelines – Certificates for good conduct will be given at the end of the nine weeks to students who have an S in Conduct and have not been to ISS/OSS during the nine weeks.

Good Behavior Award Party – Students who **have not** been assigned D-Hall or an Office referral during the year will participate in a Good Behavior Award Party.

| Offense | Warning/Checks | Consequences | Conduct Points Deducted |
|---------|----------------|---------------------------|--|
| #1 | W | Warning Noted in Planner | 2 per day |
| #2 | W√ | Miss 10 Minutes of Recess | 4 per day |
| #3 | W√√ | D-Hall (Lunch & Recess) | 6 per day |
| #4 | W√√√ | Referral to office | PP=8; ISS per day=12; CP=12; OSS=16 per day |

10 Minute Loss of Recess – Served during the first 10 minutes of recess on the teacher's line. Each 10 minutes deducts 4 points from a child's conduct score.

Detention Hall (D-Hall) – Served in the ISS room during lunch and recess times. Teachers will notify parent in students' daily planners. Teachers will call parents after student has received three d-halls in a nine weeks' grading period. When a child has served five d-halls in a nine weeks', the ISS/D-Hall instructor will assign a day of In-School Suspension (ISS) to that student with an administrator's signature. The students will be required to complete a behavior contract to decrease future D-Halls for the rest of the nine weeks. Each d-hall **deducts 6 points** from a child's conduct score.

Principal Placement (PP) – Served in the ISS room during lunch and recess times for 2 days. (8 points per day)

In School Suspension (ISS) – Served as a full day (or rest of the day) out of the regular classroom and with an Instructional Assistant in another room at Ivory. Students do not go to their activities, recess, or eat lunch with their classmates. They stay in the ISS room all or part of the day, depending on when the consequence is given. Each day of ISS deducts 12 points from a child's conduct score. The day of ISS served for excessive d-halls will also result in a deduction of 12 points.

Corporal Punishment (CP) – Will be given as administration deems fit and parents will be notified in the manner established during registration. If parents are unable to be reached but have given prior consent, CP will be administered. Each CP will deduct 12 points from a child's conduct score. In the event that corporal punishment is deemed appropriate by administration and parents do not consent, child will be assigned 3 days ISS. (See Pg. 54)

Out of School Suspension (OSS) – Served as a full day (or rest of the day) at home. Each day at home will deduct 16 points from a child's conduct score.

The school district shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five (K-5) except in cases when a student's behavior:

- (A) Poses a physical risk to himself or herself or to others; or
- (B) Causes a serious disruption that cannot be addressed through other means.

CAMDEN FAIRVIEW INTERMEDIATE SCHOOL DISCIPLINE LADDER

Classroom Discipline

| <u>Offense</u> | <u>Consequences</u> |
|----------------|---|
| #1 | W-Warning name on sign in sheet |
| #2 | W✓ Send to mentor and/or 10 minutes of recess (Contact Parent) |
| #3 | W✓✓ D-hall (Recess) |
| #4 | W✓✓✓ Contact parents by phone or through parent coordinator and/or Referral to office |

Parent Contact is required when writing a referral.
Time out will be used as is appropriate for the offense.

10 Minute Loss of Recess – Served during the first 10 minutes of recess on the wall. Each 10 minutes deducts 4 points from a child's conduct score.

Detention Hall (D-Hall) – Served in the d-hall room during recess time. Teachers will notify parent. Teachers will call parents after student has received three d-halls in a nine weeks' grading period. When a child has served five d-halls in a nine weeks', the D-Hall instructor will assign a day of In-School Suspension (ISS) to that student with an administrator's signature. The students will be required to complete a behavior contract to decrease future D-Halls for the rest of the nine weeks. Each d-hall **deducts 6 points** from a child's conduct score.

Office Referral Consequences

Principal Placement (PP) – Served in the D-Hall room during recess times for 2 days. (8 points per day)

In School Suspension (ISS) – Served as a full day (or rest of the day) out of the regular classroom and with an Instructional Assistant in the ISS classroom. Students do not go to their activities, recess, or eat lunch with their classmates. They stay in the ISS room all or part of the day, depending on when the consequence is given. Each day of ISS deducts 16 points from a child's conduct score. The day of ISS served for excessive d-halls will also result in a deduction of 16 points.

Corporal Punishment (CP) – Will be given as administration deems fit and parents will be notified in the manner established during registration. If parents are unable to be reached but have given prior consent, CP will be administered. Each CP will deduct 16 points from a child's conduct score. In the event that corporal punishment is deemed appropriate by administration and parents do not consent, the child will be assigned up to 3 days of ISS.

Out of School Suspension (OSS) – Served as a full day (or rest of the day) at home. Each day at home will deduct 20 points from a child's conduct score.

The school district shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five (K-5) except in cases when a student's behavior:

- (A) Poses a physical risk to himself or herself or to others; or
- (B) Causes a serious disruption that cannot be addressed through other means.

Severe incidents will result in an automatic referral to the office. These may include fighting, profanity, blatant disrespect of adults, etc. (CFIS Intensity III offenses.)

Conduct Grades

A student will begin each nine weeks with 100 points for a conduct grade. Points will be deducted from that grade each week for behavior infractions. At mid nine weeks, the total points deducted will be the conduct grade. Students will begin the second half of the nine weeks with 100 points for conduct. Points deducted will result in the conduct grade for that period of the nine weeks. The two grades will be averaged together to get the final conduct grade.

Behavioral Achievement

Level 3 Meets Expectations 100-90 percent

Level 2 Progressing towards expectation = 89-70 percent

Level 1 Does not meet expectations = 69-0 percent

Point Deductions/Infractions

- 2 points per warning/sign in

- 4 points per “CFIS 7” or 10 minutes of recess (no office referral)
- 6 points for D-Hall
- 7 points for Office Referral
- 8 points per days of Principal Placement in D-hall (2-day minimum for offense)
- 16 points per days of ISS per teacher
- 20 points per days of OSS per teacher
- 16 points from class where corporal punishment was earned

D-Hall/ISS Room Procedures

Walk in Silently – without being told

Give slip to CFIS employee – politely

Sit down as told – right away and complete required assignment.

Failure to follow D-Hall/ISS procedures will result in additional consequences deemed fit by administrator.

The administrators of the Camden Fairview Intermediate School have the discretion to place a student at the appropriate step of the Discipline Ladder. Incentive is provided for the student to improve behavior. The student can be removed from the discipline ladder by demonstrating good conduct. However, if student continues to misbehave, the frequency of occurrence of behavior will result in a progressed step on the ladder.

Step One: Principal Placement for two or more days, one day of ISS, or corporal punishment and notify parents. Removed from ladder if not referred to the office for 2 school days.

Step Two: One or two days of ISS or corporal punishment and notify parents. Removed from ladder if not referred to office for 4 school days.

Step Three: Three to five days ISS or combination ISS/OSS equal to 3-5 days, or corporal punishment and notify parents. Removed from ladder if not referred to the office for 6 school days.

K-5 BUS DISCIPLINE INFORMATION

Riding the school bus is a privilege. The privilege may be temporarily denied or permanently revoked if misconduct of the child jeopardizes the safe operation of the school bus or the safety of the children riding the school bus. In order to maintain a safe and orderly bus, the following rules will govern bus behavior.

Students will:

1. follow the driver's instructions.
2. board and exit the bus quickly and in an orderly manner.
3. go to and stay in assigned seats.
4. sit down and face the front of the bus while the bus is moving.
5. not stand up while the bus is moving.
6. keep the aisle clear of all objects.
7. keep hands, feet, and objects to yourself.
8. keep all parts of the body inside the bus and out of the aisle except when loading or unloading.
9. not scream or yell on the bus. If you must talk – do so quietly.
10. not eat or drink on the bus.
11. not engage in name-calling or bullying behaviors.
12. not use cell phones or play loud music on the bus.
13. not wear caps, head dresses, on the bus.
14. not spray fragrance (perfume, etc.) on the bus.
15. not touch the door opener, fire extinguisher, emergency exits, or any other operational devices of the bus – unless instructed by the driver.
16. exit from the front door only, except in case of an emergency.

Discipline progression for not following the rules listed above:

| | | |
|-----------------------|----------------------------|----------------------------|
| 1st violation | Verbal warning from driver | |
| 2nd violation | Written warning | Principal / Parent Contact |
| 3rd violation | 3-day bus suspension | Principal / Parent Contact |
| 4th violation | 5-day bus suspension | Principal / Parent Contact |
| 5th violation | 10-day bus suspension | Principal / Parent Contact |
| 6th violation | 30-day bus suspension | Principal / Parent Contact |
| Additional violations | Administrative decision | |

The following severe infractions will result in immediate suspension of bus privilege at the discretion of the principal:

| | |
|---|---|
| Refusal to identify self or comply with the driver. | |
| Profane language / signs | Possession of tobacco products |
| Fighting / rough play | Possession of alcohol/drugs |
| Dangerous objects on the bus | Destruction of property |
| Throwing objects (including paper) | Multiple violations of bus safety rules |

Behavior not specifically covered above:

CFSD reserves the right to punish behavior that is not conducive to safe and orderly school transportation, even though such behavior is not specified in the above-written rules.

STUDENT GRIEVANCES

1. Any student (or parent, guardian, or adult custodian of a student) (the “grievant”) with a complaint about, or request for action from, the school district, may make that complaint, or action request, to any teacher, counselor, administrator, or other representative of the district. The grievant is urged to participate and follow whatever informal grievance resolution is prescribed because this will usually lead to solving the problem. However, if it does not, the grievant may file a written grievance. The filing of a written grievance should not end the efforts of both the grievant and the school district to informally resolve the problem.
2. Grievances filed under this policy shall be in writing and shall provide the following information: name and address of the grievant; nature and date of the event that is the subject of the grievance; names of persons responsible for said event (where known); requested relief or corrective action; and any background information the grievant believes to be relevant. The grievance should be submitted to the grievant school principal, with copies to the Title IX coordinator and the superintendent.
3. A grievance form shall be prepared by the Title IX coordinator to facilitate the filing of the grievance. This form may be obtained from the Title IX coordinator or from any school principal. The grievant shall have the right to request assistance from the Title IX coordinator’s office to assist in the preparation of the form or in the filing of the grievance.
4. A written grievance must be filed within twenty days of the occurrence of the event that is the subject of the grievance; if not filed within twenty days of the occurrence of the event, the grievance will be deemed time-barred. Within five days of the filing of a grievance, the school principal shall notify the person(s) involved and his/her supervisor(s) (the “respondents”) of the grievance and of his/her responsibility for submission of a written grievance answer within five days after receipt of the grievance notification. The answer shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any redress specified by the grievant or outline an alternative proposal for redress. Within five days following the five-day period for answers, the school principal shall submit a written grievance decision to the grievant, the respondent(s), and the Title IX coordinator. The decision shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any redress specified by the grievant or respondent; or (4) indicate that the school principal will conduct an informal hearing on the grievance before rendering a decision. The grievant or respondent may also request an informal hearing if he/she disagrees with the school principal’s decision. That request should be made within five days of receipt of the decision.
5. The informal hearing shall be scheduled within five days of the decision or request for hearing and take place no later than ten days after the decision or request for hearing. Within five days after the informal hearing, the school principal shall issue a written hearing decision that includes a statement regarding the validity of the grievance allegation, the reasons on which the decision is based, and a specification of any corrective action to be taken. If the grievant rejects the school principal’s decision, he/she shall submit written notification of his/her intent to appeal to the superintendent. The notice of appeal should be submitted to the Title IX coordinator within ten days of receipt of the school principal’s hearing decision.
6. The appeal to the superintendent may be decided on the documents in the record, or after an additional informal hearing, at the discretion of the superintendent. If an informal hearing is directed, it shall be held within five days of receipt of the written notice of appeal. The superintendent shall issue a written decision that includes a statement regarding the validity of the grievance allegation, the reasons on which the decision is based, and a specification of any corrective action to be taken. If the grievant rejects the superintendent’s decision, he/she shall submit written notification of his/her intent to appeal to the School Board. The notice of appeal should be submitted to the Title IX coordinator within ten days of the receipt of the hearing decision, with a copy to the superintendent.
7. The School Board hearing shall be scheduled between five and fifteen days of receipt of the written notice of appeal, unless a different time is agreed to by the School Board and the grievant. The grievance hearing may be conducted by the School Board in its entirety or by a subgroup of at least three members of the School Board. Both the grievant and the respondent(s) shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance. The School Board’s (or subgroup’s) decision shall be based on a majority vote. The School Board (or subgroup) shall issue its decision regarding the validity of the grievance and any corrective action to be taken in writing and within five days after the School Board hearing. The decision of the School Board shall be final and binding.

VI. APPENDIX AND SIGNATURE DOCUMENTS

APPENDIX A

PARENT'S RECEIPT OF HANDBOOK

Dear Parents:

We are pleased to have your child continuing his or her education in the Camden Fairview School District.

We strongly believe that controlled discipline procedures are necessary to create an environment conducive to learning. We have produced a student handbook and discipline policies for the elementary schools. Additionally, the Board of Education of the Camden Fairview School District has directed the school administration to continue the application of a policy of "zero tolerance" in the enforcement of Student Transportation Policies. These policies are also contained in the student handbook, and they outline what is expected of students when they ride a school bus. A policy of zero tolerance will mean that students must closely follow the policies and practices as set forth in the handbook.

We encourage you to read and discuss the rules and regulations contained in the handbook and discipline policies with your child. In particular, please note that failure to follow the transportation policies and procedures may result in the privilege of bus transportation being withheld. In that event, the parent(s) will be responsible for transportation to and from school and school-sponsored events.

Please sign and have your child sign the bottom portion of this page in the appropriate place and return it to your child's respective principal. Your signature on the following page confirms that you have received the student handbook, including transportation and discipline policies, for your child's school.

We appreciate your efforts as we strive to provide quality educational opportunities for the students of the Camden Fairview School District.

Sincerely,

Fred Lilly Sr., Superintendent

ACKNOWLEDGMENT

I hereby acknowledge that I have received the student handbook of the Camden Fairview elementary schools. You can find a virtual copy on the District Webpage under "**State Required Information**" tab.

Signature of Child

Signature of Parent/Guardian

Date

Date

Child's Name

Grade

APPENDIX B

STUDENT / TEACHER/ PARENT CONTRACT

Parent / Guardian Agreement

I want my child to achieve; therefore, I will encourage him/her by doing the following:

- _____ See that my child is punctual and attends school regularly
- _____ Support the school in its efforts to maintain proper discipline
- _____ Establish a time for homework and review it regularly
- _____ Provide a quiet well-lit place for study
- _____ Encourage my child's efforts and be available for questions
- _____ Stay aware of what my child is learning
- _____ Read with my child and let my child see me read
- _____ Attend all Parent-Teacher conferences

Signature_____

Student Agreement

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

- _____ Attend school regularly
- _____ Come to school each day with pens, pencils, paper, and other necessary tools for learning
- _____ Complete and return homework assignments
- _____ Observe regular study hours
- _____ Conform to rules of student conduct
- _____ Get along with other students

Signature_____

Teacher Agreement

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

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

Signature_____

Principal Agreement

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction

Signature_____

APPENDIX C

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or younger, hereby note my objection to the disclosure or publication by the Camden Fairview School District of directory information, as defined in the Privacy of Students' Records policy, concerning the student named below.

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

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

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

_____ Military recruiters

_____ Public and school sources

_____ Both military recruiters and public and school sources*

Name of student (Printed)

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

Date form was filed (To be filled in by office personnel)

*Note: Students do have the right to opt out of either category separately.

APPENDIX D

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the Family Educational Rights and Privacy Act (FERPA), please sign and return the bottom portion of this page if you do not wish to have your student's name published in the local newspaper in connection with school-related activities.



please cut

ACKNOWLEDGMENT

In Compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 39), I, _____ (Parent/ Guardian Name), give my permission for my child, _____'s (First and Last Name) personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

APPENDIX E

PARENT & FAMILY ENGAGEMENT FORM

I would like to volunteer at:

____ FES

____ Ivory

____ CFIS

Name: _____

Grade or classroom: _____

I would be willing to help with:

____ Special programs

____ Library

____ Recess

____ Field trips

____ Read to students

____ Office

____ Tutor students

____ Classrooms

____ Lunch

____ Other: Please specify area _____

Phone number: _____

Days available:

Mon _____

Tues _____

Wed _____

Thurs _____

Fri _____

Any _____

APPENDIX F

CAMDEN FAIRVIEW ELEMENTARY SCHOOLS PARENT & FAMILY ENGAGEMENT PLAN SUMMARY 2020-2021

Six standards are included in the Parental Involvement Plan: Communication, Parenting, Student Learning, Volunteering, School Decision Making and Advocacy, and Collaborating with the Community. The stakeholders responsible in each area include: school, parents and family, teachers, and students.

School Mission: To provide a safe and equitable system of support that enables students to compete in a global society.

The Parent & Family Engagement Team consists of administrators, instructional coaches, the Parent Involvement Coordinator, teachers, counselors, community stakeholders, and students. The goal of this team is to develop a support system that best supports our students toward educational and personal growth.

The Camden Fairview Elementary Schools have developed a school-parent-compact, which outlines how parents, school staff and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. **A copy of the school-parent compact is included in each registration packet.** Items in the compact include:

- **The Parent-Guardian Agreement** – this agreement gives a summary of how parents and guardians can best support their student.
- **The Student Agreement** – this agreement gives a summary of how the student can best succeed.
- **The Teacher Agreement** – this agreement gives a summary of how the teacher can best engage the child and motivate him/her toward success
- **The Principal Agreement** – this agreement states that the principal is dedicated to all parties involved for the growth of the student. Opportunities provided by the principal include but are not limited to: frequent reports on progress; reasonable access to staff; volunteering; and observing.

Review: The Parent & Family Engagement Plan is jointly developed and annually reviewed, evaluated, and modified (when deemed unsatisfactory) by parents, school faculty and other stakeholders in user-friendly terms. Each Camden Fairview Elementary School conducts an annual Title I Meeting, at which time parents are informed of their rights and the regulations granted through Title I.

I acknowledge I have received a copy of the Elementary Parental Involvement Plan Summary.

Parent Signature

Student Name

Teacher Name

APPENDIX G

Internet Safety and Electronic Device Use Policy

For purposes of this policy, “electronic device” refers to a device that can be used to transmit or capture images, sound, or data.

The Camden Fairview School District makes electronic devices and/or Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of District electronic devices is for educational and/or instructional purposes only.

No student shall be granted Internet access until and unless an Internet Safety and Electronic Device -use agreement, signed by both the student and the parent/legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet Safety and Electronic Device use agreement is incorporated in and is considered part of the student handbook.

The Camden Fairview School District’s policy is to protect each device with Internet filtering programs that are designed to prevent students from accessing materials that are harmful to minors. For purposes of this policy, “harmful to minors” means any picture, image, graphic image, file, or visual depiction that:

- A) taken as a whole and with respect to minors, appeals, to prurient interest in nudity, sex, or excretion;
- B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
- C) taken as a whole, lacks serious literary, artistic, political, scientific value to minors, or would cause harm to self or others.

CFSD will engage students in learning activities that will educate students on appropriate online behavior and Internet use with special emphasis on cyberbullying.

Student use of electronic device(s) 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 electronic device use; including email, and that monitoring of student electronic devices is continuous. Students must not disable or bypass security filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse District-owned electronic devices or Internet access in any way, including using electronic devices to violate any other policy or contrary to the Internet Safety and Electronic Device-use agreement, or using the electronic devices to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or Internet Safety and Electronic Device use agreement. Students may only use email for legitimate, school-related activities.

Electronic device users are hereby informed of the District’s standards of conduct and consequences to adhering to them. Violation of certain provisions may result in the temporary or permanent suspension of student accounts and will subject the student to disciplinary action.

If monetary restitution is involved, the student and/or parents will be responsible for reimbursement.

The Camden Fairview School District makes it known that it will use its authority to assist state and federal authorities in enforcing copyright, intellectual property rights, and network abuse laws. The District will actively investigate any possible violations of the Internet Safety and Electronic Device Use Policy.

Guidelines for Use:

1. Use of electronic devices is a privilege, not a right, and therefore may be revoked for abusive conduct.

2. Electronic devices are to be used for educational goals and educational purposes only. Playing games is not an appropriate use of district devices and networks unless specific permission has been granted by a supervising district employee.
3. Students shall be supervised during on-line activities, at school. Internet services are in an unregulated environment. Due to the open nature of the on-line environment, no liability will be assumed by the Camden Fairview School District or any employee for the use or misuse of the system by a student.
4. A user (student) is responsible for their own network account and is solely responsible for all action taken while the account is in use. It is the responsibility of each user to make good decisions as to what information is retrieved and what is done with that information.
5. A user (student) must follow all local, state, federal, and international laws. No illegal activity is permitted. This includes but is not limited to copyright laws, licensing agreements, unauthorized access to other's data, and/or possessing data that might be a violation of these rules.
6. A user may not deliberately damage or disrupt an electronic device or device system, change its performance (unless in the scope of an educational activity). This includes adding or deleting programs, corrupting data, or deliberately causing malfunction. Any outside storage devices may not be inserted into a CFSD electronic device without permission of a supervising teacher or staff member.
7. The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the District's technology network security or Internet filtering software.
8. Divulging personally identifying information about themselves (student) on the Internet unless it is a part of the scope of academic work (i.e. college applications).
9. Using electronic devices to access or create sexually explicit or pornographic text or graphics.
10. Engaging in Cyberbullying behaviors.
11. Using the electronic device to violate any other student policy or causes a disruption to the learning environment.

Appendix H

HOME SCHOOL STUDENT PARTICIPATION RULES

Home-schooled student means a student legally enrolled in an Arkansas home school and who meet or have met the criteria for being a home schooled student, as established by A.C.A. 6-15-503.

Interscholastic activity means an activity between school's subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

The District shall abide by this policy and by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-schooled students who meet the provisions of this policy and any applicable AAA rules or regulations shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

The parent of any student wishing to participate in an interscholastic activity shall mail or hand deliver a completed application form 5.19.2F to his/her child's school principal before the signup, tryout or participation deadline established for traditional students. The Superintendent shall approve those applications that meet the enrollment application requirements identified in this policy and AAA Rules and shall deny those that don't meet the requirements. A home-schooled student whose application has been approved; who has met the tryout criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A student whose application for eligibility to participate in an interscholastic activity is accepted is required to enroll in no more than one course in the District's school where the student is intending to participate in an interscholastic activity. Home-schooled students shall meet the same criteria as required for traditional students by the policies regarding residency and enrollment, and the parent or guardian shall sign a form acknowledging receipt and understanding of the school's handbook and to be bound by the applicable portions thereof.

If the student's desired interscholastic activity is associated with a specific class or course that meets during the school day and that traditional students of the district are required to take part in to qualify for participation in the interscholastic activity, the home-schooled student shall take the required class or course to be eligible for the interscholastic activity.

If the student's desired interscholastic activity is not associated with a specific class or course that meets during the school-day, to be eligible to participate in the student's desired interscholastic activity, the home-schooled student shall enroll in a class or course that is age and grade appropriate for the student.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Approved applications shall apply only for the semester in which the student enrolls in the student's resident school zone. The student shall regularly attend the class in which the student is enrolled beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. If the student's desired interscholastic activity begins prior to the first day of the semester in which the student is enrolled, to maintain eligibility, the student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

Appendix I

No Contact Agreement

This student agreement has become necessary because of repeated violations of the Student Code of Conduct. _____ (Student's name) was involved in an incident that violated the Student Code of Conduct as (check one) _____ the perpetrator, _____ the target, _____ participant in mutual conflict. In order to maintain a safe learning environment for all students at our school, these students may have no further contact with each other. The provisions outlined below will take effect immediately.

| Student Initials | Parent Initials | |
|---------------------|--------------------|--|
| _____ | _____ | While on Camden Fairview School District property, the students named below <u>may not</u> : |
| _____ | _____ | participate in any conversation, written or oral, to or about each other at any time. |
| _____ | _____ | use electronic devices to communicate to or about each other at any time. |
| _____ | _____ | use physical gestures that may be considered threatening to the other student (s). |
| _____ | _____ | have any contact with the other student (s) during school related events. |
| _____ | _____ | remain in the same area with each other without attempting to avoid contact. |
| _____ | _____ | encourage other students to participate in these behaviors. |

No warnings of violations will be issued and failure to abide by the above agreement will result in disciplinary action of the offending student(s). The students participating in this agreement are:

Your signature below indicates you have read and understand the terms and conditions of this agreement.

| | | |
|-------------------------------|--------------------|---------------|
| _____ Student's Name | _____ Signature | _____ Date |
| _____ Parent's Name | _____ Signature | _____ Date |
| _____ Administrator's Name | _____ Signature | _____ Date |

Appendix J

DISTRICT CALENDAR

CAMDEN FAIRVIEW SCHOOLS 2021-2022 School Calendar

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

5 - Staff Report Back & PD
16 - School Begins 1st Quarter

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

6 - Labor Day No School
13 - 14 - P/T Conf. 3:30 - 6:30

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

12 - End of 1st Quarter 41Days
13 - Start of 2nd Quarter
15 - PD No School

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

5 - AEA / PD-No School
22 - 26 Thanksgiving Break

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

17 End of 2nd Quarter 41 days
20-31 Holiday Break

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

3 - PD No School
4 - Start of 3rd Quarter
17 - MLK Holiday No School

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

7-8 P/T Conf.: 3:30 - 6:30
21 - Presidents Day - No School

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

11 End 3rd Quarter 47 Days
14 - Start 4th Quarter
21-25 Spring Break

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

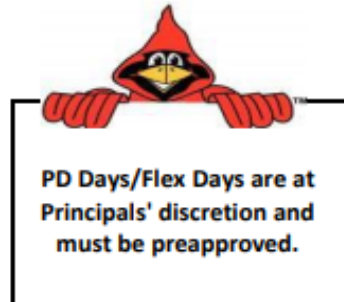
15 - Good Friday No School

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

End of 4th Quarter 49 Days
30 - Memorial Day No School
PD Day - No School

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Inclement Weather Days



Board Approved 2-23-21