

CAMDEN FAIRVIEW PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

625 Clifton

Camden, Arkansas 71701

August 2023

Dear Students and Parents:

It is our pleasure to welcome you and your child to the Camden Fairview Middle School. CFMS 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 35 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.

We feel students at the middle school level must be held accountable for their actions while reaching for the fullest potential. We want them *"Doing Our Best at CFMS"*.

The CFMS faculty is dedicated to providing the students with rigorous instructional strategies that will enhance their academic performance. We will provide your child with a school culture that is inviting, nurturing, loving, and fun, yet it will afford your child the feeling of a safe and orderly environment.

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. 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, C, and E as instructed.

Thank you very much.

With Cardinal Pride,

Johnny Embry, Superintendent
Andrew Roshell III, CFMS Principal

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SCHOOL AND BUILDING ADMINISTRATORS' CONTACT INFORMATION

CAMDEN FAIRVIEW MIDDLE SCHOOL (6th, 7th, and 8th grades)

Andrew Roshell, III, Principal (aroshell@cfsd.k12.ar.us)

Ricky Tucker, Assistant Principal (rtucker@cfsd.k12.ar.us)

Ka'Misha Davis, Assistant Principal(kdavis@cfsd.k12.ar.us)

Laura Gordon, Dean of Students (lgordon@cfsd.k12.ar.us)

School Calendar



CAMDEN FAIRVIEW SCHOOL DISTRICT 2023-2024 DISTRICT CALENDAR

AUGUST 3-4 STAFF DEVELOPMENT - NO STUDENTS 7-10 STAFF DEVELOPMENT - NO STUDENTS 14 FIRST DAY OF SCHOOL FOR STUDENTS SEPTEMBER 4 LABOR DAY - NO SCHOOL 19 & 21 PARENT/TEACHER CONFERENCES 3:30-6:30 22 STAFF DEVELOPMENT - NO STUDENTS OCTOBER 12 END OF FIRST QUARTER (42 DAYS) 13 FALL BREAK - NO SCHOOL 16 FALL BREAK - NO SCHOOL 17 START OF SECOND QUARTER NOVEMBER 3 STAFF DEVELOPMENT - NO STUDENTS 20-24 THANKSGIVING BREAK - NO SCHOOL DECEMBER 22 END OF SECOND QUARTER (43 DAYS) 25-31 CHRISTMAS BREAK - NO SCHOOL	JANUARY 1-5 CHRISTMAS BREAK - NO SCHOOL 8 STAFF DEVELOPMENT - NO STUDENTS 9 START OF THIRD QUARTER 15 DR. MARTIN LUTHER KING JR. DAY - NO SCHOOL FEBRUARY 6 & 8 PARENT/TEACHER CONFERENCES 3:30-6:30 19 PRESIDENTS' DAY - NO SCHOOL MARCH 15 END OF THIRD QUARTER (47 DAYS) 18-22 SPRING BREAK - NO SCHOOL 29 GOOD FRIDAY - NO SCHOOL APRIL 19 NO SCHOOL MAY 27 MEMORIAL DAY - NO SCHOOL 30 END OF FOURTH QUARTER (46 DAYS) 31 STAFF DEVELOPMENT - NO STUDENTS	APP STAY CONNECTED! DOWNLOAD OUR MOBILE APP SOCIAL MEDIA Camden Fairview School District CFSDCardinals CFSDCardinals Camden Fairview Cardinal TV www.cfsd.k12.ar.us
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FIRST DAY FOR STUDENTS: AUGUST 14, 2023

LAST DAY FOR STUDENTS: MAY 30, 2024

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All Camden Fairview schools will dismiss one hour early every Wednesday. Camden Fairview provides 30 hours of instruction every week, which is not affected by the early dismissal on Wednesdays.

 No School	 Staff PD
 Parent Teacher Conferences	 Start/End of Quarter

Traditional Calendar. Board approved March 28, 2023.

MISSION STATEMENT

At Camden Fairview Middle School, we know all students can learn at a high level.

VISION

At Camden Fairview Middle School, we strive to build unity, understanding, and relationships while creating an inclusive learning environment.

BELIEFS

WE BELIEVE all students can learn (at different rates and in different ways).

WE BELIEVE all students, regardless of their learning levels, can become engaged in an academic program designed to meet their individual needs.

WE BELIEVE recognizing student successes in a variety of ways can inspire them to do their best.

WE BELIEVE students should learn skills necessary for life and become responsible, productive members of society. WE BELIEVE all students can set goals and strive productively to meet those goals. WE BELIEVE students respond best in a climate in which trust breaks down barriers to understanding.

WE BELIEVE all students need to know, understand, and execute the rules and procedures of the school, as well as the classroom.

WE BELIEVE factors outside of school (such as poverty or lack of parental involvement) have a large impact on a student's learning but are not an excuse for students to fail to perform to the best of his/her ability.

WE BELIEVE students should be given multiple opportunities to learn.

SCHOOL COLORS AND EMBLEM

Camden Fairview Middle School colors are red and white. The mascot is the Cardinal.

ALMA MATER

Wave your glorious banner over land and sea.

Let them know you stand for victory;

Keep those same traditions, which you've held so long. Teach them to your followers as you march along. Strive for higher honors in the field of fame.

Teach them to respect your gallant name. Whatever you may do – we will all stand by,

We know our debt to – won't forget you, Camden Fairview High.

- Travis Mullins

PHILOSOPHY

The purpose of the Camden Fairview Middle School is to provide knowledge, skills, and attitudes that enable CFMS students to function successfully in our ever-changing society. At the same time, education must reflect the will of the people as we strive to meet our goals. If we work within the parameters of our community's philosophy to raise the educational standards, we will be able to relate to the state and country.

Through the educational process, we endeavor to meet the academic needs of each student. CFMS will provide challenging, enriched educational opportunities for growth. By nurturing the excitement of learning, students will work within an atmosphere, which allows social, physical and emotional development.

CFMS believes in and promotes the principles of our democratic society. Our goal is to encourage each student to reach his/her potential in whatever he/she pursues. We are committed to facilitating this in any way possible. As a result, students maintain their self-respect and a sense of well-being as productive members of their local community, their state and their nation.

STUDENT HANDBOOK COMMITTEE

Laura Gordon - Dean of Students
Sheila Griffith - Counselor
Alyssa Nutt - Parent
Kerron Simpson - Parent
Aaden Evans - Student
Sadie Johnston - Student
Devin Carter - Teacher
Tameka Hawkins - Teacher

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, each student shall observe a one-minute moment of silence at the beginning of school each school day. During the period of silence, a student may reflect, pray, or engage in a silent activity. A teacher or school employee in charge shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

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 homeschool 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 (rubella) 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 the child's Medicaid card (if applicable).
6. 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;
2. 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; 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;
3. 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;
4. 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;
5. 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;

6. 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.

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 parent, legal guardian, a person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance.; however, a student previously enrolled in the district whose parents move the student into another district or 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/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.

STUDENT POLICIES FOR PARTICIPATION IN CARDINAL VIRTUAL ACADEMY

Board Approved May 16, 2023

Criteria for Admittance to Cardinal Virtual Academy (CVA)

In order to meet the needs of our community, an online 7-12 option is available for students who apply and meet criteria for admittance. The Cardinal Virtual Academy (CVA) is made possible through a partnership with Camden Fairview School District (CFSD) and Virtual Arkansas. Students who are eligible may attend virtual classes solely or attend a mix of in-person and online classes.

A committee of representatives of various stakeholders from the Camden Fairview school community will sit on the CVA Admission Team. Application for admission will close 20 calendar days prior to the start of a new semester. Students who apply after this cutoff and meet qualifications shall be added to a waitlist. Students on the waitlist shall be considered at semester if spots become available.

CFSD and Virtual Arkansas shall determine the number of CVA spots available based on availability in classes at Virtual Arkansas and the campus needs. An attempt will be made to keep numbers equal among the grades, but that may not always be possible based on interest levels.

The criteria to be considered by the CVA Admission Team shall include (but is not limited to):

- ☐ Excessive absences for reasons other than medical
- ☐ Family history of Family in Need of Support (FINS) petitions due to student attendance
- ☐ Cumulative GPA
- ☐ Engagement or lack thereof
- ☐ Previous enrollment in virtual options (either through CFSD or charter) and lack of engagement.
- ☐ Reasons that a student may not be successful unrelated to grades or attendance (lack of parental support, student need for social interaction, access to therapies or services, etc).
- ☐ Parent participation in sign-ups, etc.
- ☐ Priority shall be given to students who are enrolled in or are partially enrolled as a student with the Camden Fairview School District

Students shall be notified of the status of their admittance by letter. Students must accept their spot no later than 5 days before the start of the semester.

Eligibility to Remain in CVA Program

To remain eligible for participation in the CVA program, the student and family must agree to the following:

- Actively participate in class and tutoring sessions.
- Follow all school rules while engaged in virtual instruction and when on-campus or attending school events.
- Respectfully treat materials and equipment.
- Meet with on-campus personnel to the extent needed for each individual student. This includes coming to campus (and providing transportation to, unless otherwise noted by IEP or 504) for, but not limited to, the following:
 - Counseling
 - State-mandated testing
 - Dyslexia Services
 - Special Education Services
 - On-site classes in which the student is enrolled.
 - Extracurricular activities that a child is participating in, such as attending practices for athletics, etc.

If CFSD and Virtual Arkansas determine that a student is non-participatory (either through lack of attendance, lack of progress, or lack of course engagement), the school shall call and send a letter to the family setting a date for the student to return to onsite classes. The student's onsite schedule shall reflect the virtual course load and changes may be made as needed after the student returns.

Students who fail to return to school may be required to participate in additional onsite support and may be subject to a FINS filing.

In the event that a student or parent has a question regarding CVA, technology, or other school-related needs, the following people shall serve as a point of contact:

Camden Fairview School District: Tara Armstrong, 870-836-4193, tarmstrong@cfstd.k12.ar.us

Camden Fairview High School: Ethan Bumpass, 870-837-1300, ebumpass@cfstd.k12.ar.us

Camden Fairview Middle School: Ka'Misha Davis, 870-836-9361, kdavis@cfstd.k12.ar.us

Participation in Extracurricular Programs

CVA students shall be considered students of Camden Fairview School District and may access extracurricular opportunities for which they are eligible. These students will be enrolled in eSchool, which shall reflect that they are full-time students of CFSD.

Students who are enrolled in another publicly-funded virtual school shall not be eligible to participate in classes, interscholastic/extracurricular activities, Girls/Boys State delegation, CFHS Homecoming, etc. Students who are residents of the Camden Fairview School District, and who are enrolled in Arkansas Virtual Academy or Arkansas Connections Academy, may participate in AAA-sanctioned activities and sports and shall be enrolled in the respective course related to that AAA-sanctioned activity and/or sport to the extent possible.

A home-schooled student (Notice of Intent to Homeschool form on file with the Superintendent's Office, not participating in another publicly-funded school district's programs, and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.) who meets eligibility requirements of Arkansas Code § 6-15-509 is able to participate in interscholastic activities, as defined in Arkansas Code § 6-15-509, and classes provided at Camden Fairview School District. This includes enrolling in a virtual course through CVA.

Attendance

A student attending digital courses in a blended or remote environment who is not physically present on campus will be marked present if the student stays engaged in the learning as evidenced by the following: Daily login to the learning management system between the hours of 12:00 a.m. and 12:00 p.m., participation in tutoring sessions, and attendance in synchronous sessions. (This relates directly to the Cardinal Virtual Academy.)

International Exchange Students

"Host family" means the individual or family with whom an international exchange student is placed by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq..

"International exchange student" means a student who is placed with a host family by an international student exchange visitor placement organization under the International Student Exchange Visitor Placement Organization Registration Act, § 6-18-1701 et seq.

Before an international exchange student may attend a District school, the District requires all international student exchange visitor placement organizations that are placing international exchange students within the District to:

- Be certified by the Council on Standards for International Educational Travel;
- Provide documented proof of the international exchange student's English proficiency; and
- Notify the District at least three (3) weeks before the beginning of the academic semester the international exchange student plans to enroll in the District.

The District shall admit for enrollment and attendance an international exchange student who has been placed with a host family who resides within the District boundaries. The international exchange student shall attend the school in the District based on the attendance zone where the host family resides.

Upon an international exchange student's arrival, the international exchange student may be required to submit to quarantine to prevent the spread of infectious diseases as may be necessary, which shall not exceed seven (7) days unless otherwise recommended by the Arkansas Department of Health or the Centers for Disease Control and Prevention.

International exchange students are expected to follow the District handbook and student code of conduct, as the District has the authority to expel a student for violations of the school district's written student discipline policies or if the international exchange student presents a danger to the District's students or employees.

Statewide assessment results achieved by an international exchange student enrolled in the District shall be included in the District's results on the statewide assessments.

The District shall provide English-language services to international exchange students as necessary.

STANDARD SCHOOL CHOICE TRANSFERS

1. Previous Non-Participation in School Choice. From 1989 to 2013, CFSD was subject to the Public School Choice Act of 1989 (the "1989 Act") which prevented segregative inter-district transfers. From 2013-2021, with the exception of the 2018-19 school year, CFSD was exempt from total participation in the Public School Choice Acts of 2013 and 2015. From 2018- 2021, CFSD was engaged in federal court litigation in an effort to maintain its exemption from participation in school choice. On August 25, 2021, the United States Court of Appeals for the Eighth Circuit issued an opinion the effect of which is that CFSD will now be required to participate in school choice as to all school districts in the State of Arkansas except Harmony Grove School District. It continues to be CFSD's position that unrestricted school choice transfers will have a segregative impact on CFSD's student enrollment. Nevertheless, CFSD intends to comply with the orders of the Eighth Circuit and the current school choice laws. If any future court order or amendment to the school choice laws would result in CFSD again being able to claim a full exemption from participation in school choice, CFSD reserves the right to do so.

2. Partial Exemption. CFSD is under an enforceable desegregation court order that explicitly limits the transfer of students between CFSD and Harmony Grove School District and submits the appropriate documentation to the Arkansas Department of Elementary and Secondary Education ("DESE") annually. As a result of the desegregation order, CFSD is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) as applied to requests of CFSD resident students for transfers to Harmony Grove School District. CFSD shall notify the Harmony Grove School District superintendent of its exemption on an annual basis.

3. Definitions. "Nonresident school district" means a school district other than a student's resident district. "Parent" means a student's parent, guardian, or other person having custody or care of the student. "Resident school district" means the school district in which the student applying for transfer resides under Arkansas student residency laws, including but not limited to Ark. Code Ann. § 6-18-202. "Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

4. Advertisement of Transfers. The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made by March 1.

5. Application Process. The parent of a student requesting a school choice transfer shall submit a school choice application on a form approved by the DESE to both CFSD and the other school district, whether that district is the resident district or the nonresident district. The nonresident district should receive the original, while the resident district should receive a copy of the application. The application must be post-marked or hand-delivered to the CFSD Central Office on or before May 1 of the year in which the student seeks to begin the fall semester at the nonresident school district. CFSD shall date and time stamp all applications as they are received in the Central Office. Applications post-marked or hand-delivered on or after May 2 will not be accepted. Priority will be given to an applicant who has a sibling or step-sibling who is already enrolled in the nonresident district pursuant to school choice and who resides in the same household as the applicant. Siblings of students already attending through an earlier school choice transfer will not be denied attendance due to lack of capacity. Therefore, siblings whose applications fit the capacity standards of the nonresident district may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

6. Capacity. The CFSD Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The District is not obligated to add any teachers, other staff, or classrooms to accommodate choice applicants. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other state or federal law. The district reserves the right to itself determine the availability, based on an examination of student records obtained from the prior district, and other information, whether any student would require a different class, course or courses, program of instruction, or special services than originally applied for. If such an examination determines that capacity has been reached in the appropriate class, course or program of instruction, or that additional staff would have to be hired for the applicant, the District shall rescind the original provisional acceptance letter and deny the choice transfer for that student.

7. Non-Discrimination. Students whose applications are accepted and who enroll in the District shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

8. Three Percent (3%) Cap. The approval of any application for a choice transfer into CFSD is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any CFSD approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached. If, prior to July 1, CFSD receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect. If the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belongs to an individual who is a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap. All applications that are denied due to the student's resident district 3 reaching the three percent (3%) cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

9. Notification of Acceptance or Rejection. For school choice transfers into CFSD, the Superintendent or his designee will review and make a determination on each properly submitted application in the order in which the application was received. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application. Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application, which request must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

10. Accepted Applications into CFSD. Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void. A student may accept only one (1) school choice transfer per school year. A student who accepts a Standard School Choice transfer may return to his or her resident district during the school year.

11. Continued Enrollment Post-Transfer. A student whose application has been accepted and who has enrolled in the District is eligible to continue enrollment until completing his or her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted into CFSD under school choice and who either fails to initially enroll under the timelines and provisions provided in this policy, who chooses to return to his or her resident district, or who enrolls in a home school or private school voids the school choice transfer and must reapply if, in the future, the student desires another school choice transfer into CFSD. Any such subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

12. Siblings. A present or future sibling of a student who continues enrollment in CFSD may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his or her secondary education.

13. Rejected Applications. CFSD may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity or if the student's resident district is exempt from participation in school choice due to its desegregation obligations. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion. An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would then have to meet the acceptance requirements to be eligible to enroll in the District.

14. Transfers Out of the District. All Standard School Choice applications shall be granted unless approval would cause CFSD to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, the DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers from a school or district in academic distress, in need of Level 5 Intensive Support under Ark. Code Ann. § 6-18-227, or in facilities distress under Ark. Code Ann. § 6-21-812. Additionally, students transferring pursuant to Foster Child School Choice (Ark. Code Ann. § 6-18-233) are not counted toward the three percent (3%) cap.

15. Graduation of School Choice Transfer Student. CFSD shall accept credits toward graduation that were awarded by another district and award a diploma to a nonresident student if the student meets CFSD's graduation requirements.

16. Transportation. The transfer student or the transfer student's parent is responsible for the transportation of the transfer student to and from the school in the nonresident district where the transfer student is enrolled.

OPPORTUNITY SCHOOL CHOICE TRANSFERS

1. Partial Exemption. CFSD is under an enforceable desegregation court order that explicitly limits the transfer of students between CFSD and Harmony Grove School District and submits the appropriate documentation to the Arkansas Department of Elementary and Secondary Education ("DESE") annually. As a result of the desegregation order, CFSD is exempt from the provisions of the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice) as applied to requests of CFSD resident students for transfers to Harmony Grove School District. CFSD shall notify the Harmony Grove School District superintendent of its exemption on an annual basis.

2. "Lack of Capacity" Defined. For purposes of this policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the Department of Elementary and Secondary Education ("DESE") Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Opportunity Choice Transfers into CFSD

3. Application. Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to (1) a school classified by the DESE to be in academic distress or (2) a district classified by DESE as in need of Level 5 Intensive Support, is eligible to transfer to the school within the District that is closest to the student's legal residence and that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

4. Notification of Acceptance or Rejection. Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if

the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application. If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void. If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District. 6

5. Continued Enrollment Post-Transfer. A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

6. Transportation. The District may, but is not obligated to provide transportation to and from the transferring district.

Opportunity Choice Transfers out of, or within, CFSD

7. Notice. If a District school has been classified by the DESE as being in academic distress or the District has been classified by DESE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

8. Advertisement of Transfers. The District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

FACILITIES DISTRESS SCHOOL CHOICE TRANSFERS

There are a few exceptions from the provisions of the Standard School Choice and Opportunity School Choice policies that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences. • The receiving district cannot be in facilities distress; • The transfer is only available for the duration of the time the student's resident district remains in distress; • The student is not required to meet the June 1 application deadline; and • The student's resident district is responsible for the cost of transporting the student to this District's school.

UNSAFE SCHOOL CHOICE PROGRAM

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by the DESE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

ATTENDANCE

Education is more than the grades students receive in their courses. Regular attendance 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.

Students shall not accrue more than eight (8) excused and/or unexcused absences, as defined in this policy, in a semester.

When a student is absent from school, he/she should bring a note to school the next day stating the reason for the absence. The note should be turned in to the attendance secretary in the front office to give the student an admit slip to class. **Any note brought by a student including notes from the doctor must be submitted three (3) days from the day the student missed school.**

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. The note should be turned in to the attendance secretary in the front office to give the student an admit slip to class. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted. Other absences may be excused with a first day back parent/guardian note at the discretion of the principal. Students who have excused absences are responsible for making up any work missed within the time frame stated in each building's handbook. 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.

1. Death or serious illness in their immediate family;
2. Observance of recognized holidays observed by the student's faith;
3. Attendance at an appointment with a government agency;
4. Attendance at a medical appointment;
5. Exceptional circumstances with prior approval of the principal;
6. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the
7. Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
8. 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.
9. 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.
10. Students who attend in-school suspension shall not be counted absent for those days.

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for students;
3. To serve as a page for a member of the General Assembly, students shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page;
4. 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; and

5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
6. Due to the student having been sent home from school due to illness.

Unexcused Absences

Absences 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. Days missed due to out-of-school suspension or expulsion shall be unexcused absences. Students with (9) nine unexcused absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses, the student, at the discretion of the principal after investigation of the circumstances of the particular case, may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

When a student has (5) 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.

Whenever a student exceeds (10) 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.

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

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

Students may not attend after-school activities if they have an unexcused absence from school. If a student is absent from school with an excused absence, they must have the excuse turned into the school by 3:30 or bring the excuse to the activity or to an administrator.

School Events/Student Pick-up

Students are expected to be on their best behavior at school functions. Students should follow school policies while attending any school event. Failure to comply with school rules can lead to students being removed from events, and it can lead to students being banned for up to the entire school year.

Students are expected to be picked up within 20 minutes of a school event ending. Failure to do so will lead to students not being able to attend school events. Below is a chart of progressive discipline for students who are not picked up within 20 minutes of the end of school events.

- 1. Student is banned for one game or event.**
- 2. Student is banned for five games or events.**
- 3. Student is banned for the entire year from all games or events.**

504-IEP Attendance Policy

Students shall not be absent, as defined in this policy more than 10 days in a semester. When the student has missed half the allowable days for the semester, notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Make-up work will need to be completed in a timely manner.

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.

The student's parent/guardian will be notified when the student has accumulated the following excused/unexcused absences: Four (4) days, eight (8) days, and ten (10) days. At such times a Parent/Student Conference may be held with the building principal or his/her designee. Credit may be withheld from any class that a student has missed ten or more days (excused or unexcused) in a semester. After ten absences, the student may not be allowed to make up missed work even if the absence is excused. After ten absences, the student may not be allowed to miss school for extracurricular activities. Extenuating circumstances may be applied.

When the parents are notified that their child has accumulated ten (10) days, it is the parent's responsibility to immediately contact the principal for a conference. The student's standing will be evaluated at that time. At this conference, a request for a doctor's excuse for any subsequent absences may be required.

COMPULSORY ATTENDANCE

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who meets this handbook's policy regarding residence requirements shall enroll and send the child to 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).
- 7.

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 at the end of the year must pay for books before report cards are released.

TARDIES

The Camden Fairview School District recognizes the importance of maximizing our students' time on task. Promptness is a necessity towards this end.

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. Detention for tardies to 1st period will be issued after the 5th tardy per semester. Detention for tardies to 2nd thru 7th period will be issued after the 2nd tardy.

Students will also receive a tardy for being late to classes throughout the day. Students must be inside the classroom to not be counted tardy. **Each individual tardy will result in one day of noon-detention.** The disciplinary progression scale for tardies per nine weeks is as follows:

7 tardies = 1 day of ISS

9 tardies = 3 days of ISS

12 tardies = 5 days of ISS

13+ tardies = Principal's discretion

TRUANCY

Truancy is considered as an unexcused absence. A student is truant when he/she is absent without the prior knowledge and/or approval of his/her parent/guardian. After the third tardy parents will be notified. 10 tardies to 1st period could result in a possible FINS petition.

Penalties for Truancy

I. First offense

- Three (3) days In-School Suspension
- The principal or his/her designee will make contact with the parent/guardian.

II. Second offense

- Five (5) days In-School Suspension
- Parent/Guardian conference required with the principal or his/her designee.

III. Third offense

- Three (3) days of Out of School Suspension
- A second parent conference will be required with the principal or his/her designee.
- Family In Need of Services (FINS) petition may be filed in juvenile court or the student may be recommended to attend Alternative Learning Environment (ALE).

CURRICULUM

6TH Grade Mandatory Core Curriculum:

Reading

English or Advanced English

Mathematics or Advanced Mathematics

Science or Advanced Science

World History

Nine-week rotation which includes Health, Visual Art, Vocal Music, and PE is required for all sixth-grade students.

6TH Grade Electives (1): Band, Project Lead the Way, Study Hall

7TH Grade Mandatory Core Curriculum

English or Advanced English
Mathematics or Pre-AP Pre-Algebra
Science or Advanced Science
Arkansas History/Geography

Nine-week rotation which includes Health, Visual Art, Vocal Music, and PE is required for all seventh-grade students.

7TH Grade Electives (2): Reading, Health, Choir, Art, Band, Athletics, Gymnastics, Project Lead the Way, Introduction to Technology, Introduction to World Agricultural Science, or Study Hall

8TH Grade Mandatory Core Curriculum

English or Advanced English
Mathematics (Pre-Algebra, Algebra I)
Science or Advanced Physical Science
World History
Career Development/Exploring Business Applications

Nine-week rotation which includes Health, Visual Art, Vocal Music, and PE is required for all eighth-grade students.

8TH Grade Electives (1): Art, Band, Athletics, Gymnastics, Project Lead the Way, Reading, Introduction to World Agricultural Science, or Study Hall

GRADING POLICY

Since issues of accountability and grade inflation are among the many topics being discussed in education today, the Grade Inflation Committee recommends the STATE MANDATED GRADING SCALE:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 – below

To tie this grading policy to the state exams, an A means advanced, a B means proficient, a C is basic, a D is below basic, and a F means the assignment did not merit a passing grade. Some classes do not meet on a daily basis; therefore, a student may receive an “S” or “U” for Satisfactory or Unsatisfactory progress in these classes.

☐ Grades assigned to a student for his/her performance in any course, shall reflect only the extent to which a student has achieved the expressed academic objectives. The curriculum frameworks will determine these objectives.

☐ The grading system will be explained to students at the beginning of the grading period. Extra credit must be discussed at the beginning of a grading period to avoid “last minute” grade inflation.

☐ In order to give a fair representation of a student’s ability, teachers should give a minimum of 2 daily grades per week and 2 major test grades/assessments each nine-week grading period. A general guideline would be approximately 75% for major test/essays/projects and 25% for other assignments.

☐ Teachers should give comprehensive tests that reflect skills needed for standardized tests. Comprehensive tests should be given each nine-week grading period and at the semester.

- In all classrooms, comprehensive tests will be formatted to conform to standardized tests, especially the state exams.
- Any extra credit must be subject-related and a quality product. Extra credit cannot be a major factor in a student's grade; it is recommended extra credit cannot exceed 3% of a student's grade. The "formula" employed for extra credit should be a proper balance of the factors contributing to the final grade/outcome.
- Teachers of elective courses and extracurricular classes will have an awareness of student's standardized test skills.

HOMEWORK

The Camden Fairview School District considers homework to be an essential part of the instructional program. It shall not be a substitute for teaching but shall be a reinforcement of what has been taught. Students in grades K-12 shall be assigned appropriate and reasonable amounts of homework on a regular basis. Consideration shall be given to the time involved in completing the assignments. The emphasis will be on quality rather than quantity. Teacher-guided practice during the regular instructional period prior to independent practice shall be required since these assignments are considered an extension of the classroom instruction to ensure that the learner practices the skill correctly.

The board directs the administration and faculty of each school to cooperatively develop homework procedures that ensure students do not spend an unreasonable amount of time outside of school doing homework. If a project has been assigned and the student is absent on the due date, the student is required to turn in the project on the day he/she returns to school or receive a "0". Students and parents are able to access homework assignments through the Parent Access Center on the school website.

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 arrangement 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. Graded make-up work that is not turned in within the make-up schedule for that assignment shall receive a zero.
5. **Students are responsible for turning in their make-up work without the teacher having to ask for it.**
6. Students who are absent on the day their make-up work is due must turn in their work **the day they return to school** whether or not the class for which the work is due meets the day of their return.

SUMMER SCHOOL

A student must pass four (4) of the eight (8) semester grades in the core (English, Math, Science, Social Studies) in order to be promoted to the next grade. Summer school may be used to determine promotion to next grade. A student who fails all four core curriculum areas is not eligible for promotion and must be retained.

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 27) 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 27) 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. 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.

1. Textbooks must last the school district six (6) years, so the utmost care should be taken to preserve them.
2. Teachers will assess the condition of the textbooks when they are issued to students.
3. Textbooks used at the middle school may cost up to \$75.00.
4. If a student misplaces or damages a textbook before the school year is over, the parent will be asked to purchase a replacement textbook for the student at the replacement cost to the school district.

INCOMPLETE GRADES

If a student fails to complete the requirements of a class because of an extended illness, the semester grade will be recorded as an 'I' (incomplete). If the requirements are not met by the end of the following nine-week grading period, the grade will become an "F."

DROPPING AND ADDING COURSES

A student may not drop a class and add another class after the first five (5) days of each semester, unless circumstances are extreme and the principal approves the change.

1. Students are strongly encouraged to stay in the class(es) for which they originally registered.
2. The counselors will meet with each student whose name appears on the schedule change request list to discuss the student's options. If the student then decides to pursue the schedule change, the student will be given a "Schedule Change Request Form". This form must be signed by the student and parent/guardian and returned to the school counselors.
3. Parents are strongly encouraged to participate in spring pre-registration so that no class changes will be necessary after classes begin in the fall.
4. Until a student's schedule change form has been completed (proper form filled out, signed by student, parent, principal, teacher involved, and the completed form returned to the counselors), the student is expected to report to his/her scheduled class.
5. Students may not drop an advanced class until after the first grading period has ended. The grade received in the first grading period will transfer with the student into the new course.

ACADEMIC IMPROVEMENT PLANS, PROMOTION, AND RETENTION

In accordance with Act 35 of the second extraordinary session of 2003, beginning in the 2004-2005 school year, students in grades K-12 who do not demonstrate proficiency on the Arkansas Comprehensive Assessment Program exams will participate in an intense remediation program specific to identified deficiencies. Each student identified as not meeting satisfactory proficiency levels in the previous spring test shall participate in activities outlined in an academic improvement plan. Participation is mandatory for all students except as otherwise prescribed by the state board. Effective with the 2005-2006 school years, identified students who do not participate shall be retained. Retention for failure to participate in the academic improvement plan shall expand by at least one grade level for each subsequent year after implementation. Additional course requirements shall be established for students who fail to achieve proficiency on End of Course exams. These requirements became effective in the 2010-2011 school year. Multiple opportunities to pass End of Course exams shall be provided as defined by the Arkansas Department of Education.

There are two semesters in a school year (Fall and Spring). This means that a student has eight semester grades to consider. A student must pass four (4) of the eight (8) semester grades in the core (English, Math, Science, Social Studies) in order to be promoted to the next grade. Act Aspire scores and summer school may be used to determine promotion to next grade.

Any student not meeting these guidelines and having unusual circumstances that would prevent promotion may meet with the principal to discuss the matter.

Students must meet all the requirements of **ACT 35, 6-15-1803** as mentioned in the handbook under Remediation and Academic Improvement Plans in order to be promoted to the next grade.

TEST EXEMPTIONS

Any student may be exempt from taking first and second semester final exams if they meet all of the following criteria:

1. The student has an A or B for the semester.
2. The student has no more than four (4) absences in that class for the semester.(Excused, unexcused, and medical)
3. The student has no more than two (2) tardies per semester.
4. The student has not been assigned to ISS or OSS for the semester.
5. The student has no discipline referrals to the office (any class or time) during that semester.
6. All fines cleared (library, textbooks, and cafeteria).

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 (See Appendix F). **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 Alert Now 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 conferences. 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 conferences 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.

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.

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 websites. "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 B 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 website should only consist of their first name and first initial of their last name.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education (DOE) at

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The District shall ensure that all contracts that disclose or make available student personally identifiable information to vendors, including school service contract providers, school service on-demand providers, and other third parties, including without limitation subcontractors of contract providers, include express provisions that safeguard the privacy and security of student personally identifiable information that meet the requirements under A.C.A. § 6-18-2601 et seq.

The District shall maintain a list of the school service contract providers that the District contracts with for school services that include or make available student personally identifiable information. The list shall be updated at least once at the beginning of each semester and provided to parents upon request.

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. Some specific rules to keep in mind related to dress are:

1. Sunglasses, scarves, hats, and hoodies may not be worn in the building. Shorts, skirts, leggings, and dresses must be appropriate. Skirts and shorts must not be more than a dollar bill width from the top of the knee. School administrators have the right to deem clothing articles as inappropriate and disruptive to the school learning environment.
2. Leggings will be permitted. A garment/shirt must cover the bottom and cannot see-through if wearing leggings.
3. Sagging pants are not permitted. SEE POLICY STATEMENT BELOW.
4. Undergarments should not be visible. Jeans or pants with holes and rips above the knee are not permitted. Pants with any other holes and rips must be covered with material that is not see-through.
5. No shirts/tanks/etc. exposing skin from the shoulder blade down are permitted. Only small key holes above shoulder blades will be allowed. No spaghetti straps or any clothing exposing the back, shoulders, or chest should be worn.
6. Shoes must be worn at all times. No pajamas, loungewear, or house shoes.
7. No blankets of any kind inside the building.
8. Headbands and Sweatbands cannot cover ears
9. Students may not wear clothing which displays any of the following:
 - Anything sexual or suggestive in nature
 - Anything related to drugs or alcohol (ex. marijuana leaves or references to beer logos, snowman)
 - Anything promoting gangs or gang-related acts
 - Expressions of innuendo or vulgarity
 - Words or pictures deemed inappropriate by administration
 - Bare midriff or sides for either male or female
 - Mesh clothing that shows any of the above underneath

Teachers can request a student's removal from class if they feel that a student's clothing or appearance is disruptive or unsafe. All clothing must fit school regulations. This code applies to all school-sponsored activities.

Disciplinary Action for Dress Code Violation (for all students):

Step Process:

- Infraction #1 – Correction with warning and parent notification
- Infraction #2 – Correction with 3 days of ISS and parent notification
- Infraction #3 – Correction with 3 days of OSS and parent notification
- Infraction #4 – Correction with 5 days of OSS and parent notification
- Infraction #5 – 10 days of OSS and recommendation for expulsion

If infraction is unable to be corrected, student will be in ISS (In-school suspension) until corrected

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 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.

STUDENT NAME, TITLE, OR PRONOUN

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, or the permission of the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

- a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
- b. Pronoun or title that is inconsistent with the person's biological sex.

Legal Reference: A.C.A. § 6-1-108

Date Adopted: 7/20/23

Last Revised: 7/20/23

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. The use of technology resources is a privilege, not a right. 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. Any website that is not school related is considered inappropriate.

LOCKERS/LOCKS

All students are required to pay a lock/locker rental fee of \$4.00. Locks will be provided by the school and must be turned in at the end of the school year. Each student is responsible for his or her lock. If a student loses or misplaces his or her lock, they will be charged a \$4.00 replacement fee. There will be an option for a locker at registration.

In using the lockers, students will:

1. store items in the locker in such a way as to allow easy opening and closing of the locker.
2. use only the assigned locker and lock.
3. keep a lock on the locker at all times.
4. not move from the assigned locker without permission from the office.
4. keep lockers clean at all times.
5. stay in their assigned area. (Boys not allowed in girls' area and girls not allowed in boys' area).

NOTE: LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS WHEN REASONABLE CAUSE EXISTS.

STUDENT AGENDAS

All students are required to pay an agenda fee of \$4.00. Students will be required to bring their student agendas everyday as they will be used as their hall passes and used to keep up with daily homework assignments.

ASSEMBLIES

Special assemblies are scheduled at various times during the year. During some of these assemblies, students may be required to pay to attend. Students not wanting to attend these assemblies will be assigned to a particular room with a certified staff member.

HONOR ROLL/MERIT LIST

Students who earn a GPA of 3.5 – 4.0 with all A's and B's during a grading period will be on the honor roll. Students who earn a 3.0 – 4.0 with all A's, B's and C's are on the merit list.

FOOD/DRINK POLICY DURING SCHOOL HOURS

Students may not have food, drinks, or gum in the hallways or classrooms. Students are not to carry food or drink from the cafeteria into the hallways. However, students can drink water out of a clear water bottle or container with a lid. Students cannot have water near any computer or electronic devices.

Parents may deliver food for their students to the front office during lunch time. If the food is brought after the student's designated lunch time the food will remain in the office until the end of the day.

BEHAVIOR EXPECTATIONS IN THE HALLWAYS

The hallway should be kept orderly during class changes. Students should show respect, talk quietly, and move in a safe manner.

Hallway Expectations:

1. Do not stop to visit.
2. Walk with the flow of traffic.
3. Use inside voice.
4. Stay on the right side of the hallways.
5. Keep hands and feet to yourselves.
6. No running or playing.
7. Four minutes is the maximum time allowed between classes
8. Students are required to carry hall passes issued by their teachers when in the hallways during class time.

BEHAVIOR EXPECTATIONS IN THE RESTROOMS

1. The restrooms must be kept clean and orderly for the health and safety of everyone.
2. The restrooms are not to be used as gathering places during class changes or during lunch periods.
3. Rowdiness and mistreatment of the facilities will be dealt with firmly and the requirement that the student and parent be held financially responsible for repairs for any act of vandalism.
4. Students must never sit on sinks in the restrooms.

LIBRARY

The CFMS library provides additional and supplementary materials in all phases of the curriculum. It is centrally located and is open from the beginning of the school day until the close of the school day. All students are provided a time to use the library facilities. Teachers may arrange with the librarian for taking classes to the library for special work. A library permit is required from individual students coming to the library from classes. It should be presented to the librarian when entering and will be returned with the student to his/her teacher at the time the student leaves.

Magazines and reference books such as encyclopedias and dictionaries are to be used in the library only. All books are checked out for two weeks. Books may be renewed. If a book is damaged beyond reasonable wear or if the book is lost, full payment of the book is required. Appropriate library behavior is expected from all students.

BACKPACKS

Backpacks are allowed at school but should be free of any writings or markings other than the student's name. It is recommended that backpacks not be too large because of safety factors as well as space availability. Backpacks should be small enough to fit in the student's locker. Rolling backpacks are not allowed.

FIELD TRIPS

Teachers occasionally take their students on field trips to enhance the curriculum or 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. When students attend field trips, they are representatives of Camden Fairview Middle School. Therefore, students will need to display proper behavior. Any student receiving ISS or OSS during the respective day will not be allowed to travel on an organizational school-sponsored event.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Extra-curricular and non-instructional activities are important in the total education of a student. All students are encouraged to participate in such activities. These activities include many clubs, organizations, and athletic teams.

All students are eligible to participate in extracurricular activities as long as they meet all requirements established for any given activity group and meet the requirements of the Arkansas Activities Association, if applicable. In order to participate in any school activity (i.e. athletics, band, dances, 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 death in the family, a written statement from a doctor, or unusual or extraordinary circumstances. In the case of the latter, permission to participate must be granted by the administration.

STUDENT USE OF MULTIPLE OCCUPANCY ROOM

Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including, without limitation, a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

Legal Reference: A.C.A. § 6-21-120

Date Adopted: 7/20/23

ARKANSAS ACTIVITIES ASSOCIATION

The district shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in interscholastic activities who are enrolled in school. As a matter of District policy, no student may participate in an extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

HOMESCHOOL STUDENTS

As required by Act 430, Camden Fairview School District allows private or home schooled students to enroll in individual classes for academic credit.

STUDENT PUBLICATIONS

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

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

STUDENT PUBLICATIONS OF SCHOOL WEB PAGES

Student publications that are displayed on school webpages shall follow the same guidelines as listed above. They shall also:

1. Not contain any non-educational advertisement.
2. Not contain any personally identifying information, as defined by "Privacy of Student Records / Directory Information", without the written permission of the parent of the student or if the student is eighteen or older.

STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time

4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's school. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

STUDENT ORGANIZATIONS AND ACTIVITIES

OUACHITA BAPTIST UNIVERSITY EDUCATIONAL TALENT SEARCH

The purpose of the Educational Talent Search Program is to identify qualified youths with potential for education at the postsecondary level and encourage them to complete secondary school and undertake a program of postsecondary education. Educational Talent Search projects also publicize the availability of student financial assistance for persons who seek to pursue postsecondary education and encourage persons who have not completed programs at the secondary or postsecondary level to reenter these programs.

CHEERLEADERS

The purpose of this organization is to promote school spirit both in the school and among the spectators at athletic contests. Membership is open to all students in the 8th grade. However, there are certain guidelines that must be followed before trying out to become a cheerleader. All students must meet Arkansas Activities Association guidelines and rules and regulations of the Arkansas Department of Education.

STUDENT COUNCIL

The Camden Fairview Middle School Student Council is a group of students voted on by their peers. Student leadership development is the process of involving students in meaningful ways both in and beyond the classroom. It is providing opportunities for students to demonstrate their talents, skills, and interests while continuing to develop new skills. It is also about giving students more ownership of the programs they attend.

BETA CLUB

The Camden Fairview Middle School Beta Club is a national honor and service club, which exists to encourage leadership and to serve the school and community. Requirements for membership: Membership is open to all 6th, 7th, and 8th grade students who received A's and B's for the first & second nine weeks and the semester. The sponsors must observe the student's character, work ethics, integrity, and attendance. All members must pay national and local dues of \$20.00.

STUDENTS FOR CHRIST

Students for Christ are a club that reaches out to all students. We also encourage people to accept others for who they are and not by their financial status. At the beginning of the year, there will be a \$2.00 fee. This will benefit SFC activities for that year. We encourage people to join our club.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

Future Business Leaders of America is the national organization for all students enrolled in keyboarding and computer technology. Dues are presently \$10.00 per year. FBLA provides an opportunity for travel to district conferences in the fall and spring at Henderson State University. District officers are elected in the fall and serve for one year. Individual and chapter competition is held in the spring.

FUTURE FARMERS OF AMERICA (FFA)

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. FFA Chapter dues are currently \$20 per year.

GUIDANCE/COUNSELING SERVICES

The primary objective of our guidance services is to help all students make interpretations, choices, and plans, which will lead to socially acceptable and individually satisfying behavior. Counseling is based on the assumption that it is likely a student's own decisions will be wiser when he relies on past experiences and/or advice from peers.

Guidance and counseling services are for all students. They are not just for the accelerated or problem students. Students are encouraged to take every advantage of the counseling services offered.

The four goals of the guidance department are:

1. To assist students in the process of growing in personal, social, educational, and career development.
2. To assist students to cope with crisis situations.
3. To assist the school staff in its efforts to promote the developmental growth of students.
4. To assist the family in its efforts to understand the developmental growth of children.

Human Service Workers

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

HEALTH SERVICES

A nurse is on call at all times. Other school personnel trained in first aid will be available in case of an emergency. Students wishing to see the nurse should report to class to obtain a nurse's pass. Students who become ill, fail to attend class, and do not notify anyone may be considered absent. The nurse also checks health records, classifies and assigns students who need special consideration, and supervises health tests. The nurse's services are not to take the place of a family doctor, and under no circumstances will medication be dispensed from the clinic or in the school office without parental permission. It is the parent's responsibility to contact the school nurse to update his/her records when there is a change.

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 central office at 836- 4193 for further information.

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.
***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: If a child is to continue a non-prescription or prescription drug for more than one week, a doctor's statement concerning the necessity of this medication must be sent to the school to the attention of the nurse. 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:

- Sixth grade students
- Eighth grade students
- New students
- Special Education students at grade levels required or teacher request
- Teacher referral for any grade
- Parent referral for any grade

Scoliosis Screenings will be performed annually for the following students:

- Sixth grade girls
- Eighth grade boys and girls

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

- Sixth grade
- Eighth grade

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 parents/guardians adequate time to respond.

NON-SMOKING POLICY

There is a non-smoking policy on all campuses. This includes E-Cigarettes.

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.

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 an emergency. The school Alert Now system will be utilized to contact parents in the case of a weather emergency or early dismissal.

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.

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 checked 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/Human Service Worker (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/Human Service Worker 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 telephone 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.

Policy and Procedure: Student Transportation by Parent Coordinators/Human Service Workers

Policy. CFSD employs parent coordinators/Human Service Workers 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 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/Human Service Worker

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

1. Assignments for PC to transport students may only be approved by building principals, assistant principals, and nurses. Parents and teachers may request student transportation by PC through the student's school office.
2. A Parent Coordinator/Human Service Worker Contact Record (PCCR) shall be completed each and every time a PC is assigned to transport a student. A copy of the PCCR is attached.

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.

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 PCs are transporting students who will not return to school that day.

3. Transportation without Return to School:
 - a. After office personnel determine that the parent/guardian is unable to provide transportation for the student, they should contact the emergency contacts 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. The PC returns to the school with a completed PCCR, keeping their copy and giving the office a copy.
 - h. Each school may limit the number of times parent coordinators may transport a student at each school's discretion.

4. **Repealer.** Any CFSD policy or procedure in conflict with this policy and procedure is hereby repealed.

STUDENT TRANSPORTATION POLICIES

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 extinguishers, 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, vaping, or eating on the bus is 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 Appendix F 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.

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:

Refusal to identify self or comply with the driver.	
Profane language / signs	Possession of tobacco products
Fighting / rough play	Possession of alcohol, drugs, and vapes
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.

VISITORS

Visitors are always welcome on campus. 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.

VOLUNTEERS

Volunteers are always welcome and needed to help in the schools in many different ways. Assisting in school picture day, participating in band activities, feeding football teams before games, working the concession stands at games, facilitating hat day, and supervising field trips are only a few of the ways you can help. See the principal or CFMS office staff to volunteer your time at your child's school.

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.

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.

USE OF TELEPHONE

Office telephones are not to be used by students for personal calls. **A student will not be called from class to answer the phone unless the call is an emergency.** If it is not an emergency, the office secretary will take the message and number. The student will be informed of the call during class change. Students will not be dismissed from class to use the telephone except in the case of illness. Students will not be allowed the use of the phone at lunch or at any time unless they are sick or need to inform a parent of a school function.

DELIVERIES

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 cannot be transported on school buses. No restaurant deliveries to students. A parent may bring food for their child only.

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.

CAFETERIA

The Camden Fairview Food Services Department offers a fully nutritional meal at a modest cost. We believe that nutrition plays a vital role in student achievement. Our cafeteria menu is posted in the cafeteria and published each Friday in the Camden News.

Camden Fairview School District is Provision 2 district:

This Provision reduces application burdens and simplifies meal counting and claiming procedures. It allows schools to establish claiming percentages and to serve all meals at no charge for a 4-year period. Schools must serve meals to all participating children at no charge for a period of 4 years. During the first year, or base year, the school makes eligibility determinations and takes meal counts by type. During the next 3 years, the school makes no new eligibility determinations and counts only the total number of reimbursable meals served each day. Reimbursement during these years is determined by applying the percentages of free, reduced price and paid meals served during the corresponding month of the base year to the total meal count for the claiming month. The base year is included as part of the 4 years. At the end of each 4-year period, the State agency may approve 4 year extensions if the income level of the school's population remains stable. Schools electing this alternative must pay the difference between Federal reimbursement and the cost of providing all meals at no charge. The money to pay for this difference must be from sources other than Federal funds. Provision 2 has been an option for schools since publication of regulations in 1980.

Parents should not bring lunch for other students or invite other children to join them and their child at lunch.

Over 500 CFMS students utilize the cafeteria during three (3) thirty-minute lunch periods each day. Therefore:

1. Students are to leave the area clean for the next group of students eating lunch.
2. Keep noise at conversational levels.
3. Follow and respect the directions of the duty teachers.

EMERGENCY DRILLS

Camden Fairview Middle School shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Lock-down
2. Act of terrorism
3. Chemical spill

FIRE DRILLS

During fire drills it is necessary for you:

1. To file quickly out of the room when the alarm sounds.
2. To close all windows and doors.
3. To walk quickly, but not to run.
4. To form a single line with your classmates as you leave the room.
5. To walk in an orderly fashion and avoid crowding and pushing. To remain with your class as you leave the building.
6. To walk out quietly and remain silent so that any instructions can be easily heard, and your teacher can check roll.
7. To walk silently back into the building and return immediately to your assigned classroom and return to work.

TORNADO SAFETY PROCEDURES

In the event that a tornado is nearby, the safety director will notify the school. The building principal will announce the correct procedures over the public address system or by runners in the event of power failure. Normally, the school can expect a 5 to 15-minute warning before a tornado arrives. If students are alerted that a tornado is nearby, then they should be ready to act quickly as directed by the teacher.

AFTER A TORNADO STRIKES:

1. Remain calm.
2. Do not be surprised if the lights go out.
3. When instructed, teachers will move their class outside to the area they would go to during fire drills and check roll.

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.

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.

CFMS LUNCH DETENTION HALL

Detention hall will be conducted during the lunch period in a room designated by the principal. If a student receives a detention hall, he or she must report to the designated room instead of going to lunch. Students will serve detention for 20 minutes of the lunch period and report to the cafeteria for the remaining 10 minutes of lunch. Lack of cooperation will result in additional detention or further disciplinary action. Excessive noon detentions may result in more serious consequences. Failure to attend the noon detention hall will result in assignment of ISS.

Infractions That Merit Lunch Detention:

1. Excessive noise in the hall
2. Running or pushing in the hall
3. Excessively chewing gum or eating candy
4. Lack of materials or supplies
5. Littering
6. Misbehavior
7. Other (principals only)

Excessive Lunch Detention Slips per nine weeks

7 slips = 3 days ISS

10 slips = 5 days ISS

13 slips = 1 days OSS

16 slips = 3 days OSS

OFFICE CONDUCT

Students sent to the office for disciplinary action will be expected to sit quietly in the discipline room until a principal is able to see them. The student must be seen by an administrator before they are allowed to leave. If a student is in violation of office conduct while waiting to see an administrator, they are subject to immediate ISS or OSS placement.

DISREGARD OF DIRECTIONS OR COMMANDS (INSUBORDINATION)

The administrators and teachers at Camden Fairview Middle School have an obligation to maintain a school environment in which teachers can teach and children can learn without undue interference. The concept of discipline is to cause a positive behavioral change by the application of consequences for behavior. In this way, the correction of misconduct becomes part of the learning experience.

1. All students will comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, Principal, Assistant principal, Dean of Students, or other authorized school persons while attending school or school related activities.
2. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school district or the reasonable instructions of school personnel.

Minimum Penalty: Verbal Warning

STUDENT CONDUCT AND BEHAVIOR

Assault, threatened assault, or abuse of a teacher, school employee, or student is prohibited. Camden Fairview Middle School students are expected to conduct themselves in a courteous and respectful manner at all times. This should be done while on campus, during all school functions and field trips. Any student who fails to comply with the rules and regulations set by the Camden Fairview Board of Education will be subject to disciplinary action. The school environment must be free from the distractions and turmoil generated by those who have not developed the self-restraint and character orderliness, which are necessary parts of the educational process. Students who choose to disregard the CFMS rules of conduct will be subject to disciplinary action.

VIDEO SURVEILLANCE

Camden Fairview Middle School has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors, while at the same time safeguarding facilities, vehicles, and equipment. As part of fulfilling this responsibility, video/audio surveillance cameras will be used at Camden Fairview Middle School (in school buildings and on school grounds) and in district buses. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary. Students will be held responsible for any violations of school discipline rules caught by the camera.

CFMS INFRACTIONS AND PUNISHMENTS

The following infractions are divided into two categories, with Category I offenses handled at the school level by the building principal and /or his/her designees through the use of detention hall, corporal punishment, in-school suspension, and out of school suspension. Category II offenses are considered more serious violations of school rules (whether they take place on the school campus, at a school supervised activity, or in route to or from school and will subject the student to disciplinary action, including but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials.

Below each infraction is a standardized list of disciplinary actions. This list is designed for the purpose of maintaining overall disciplinary consistency, which is vitally important to an effective discipline system. Each disciplinary case will be handled on an individual basis taking into consideration the gravity of the violation and disciplinary record of the student. The administration reserves the right to prescribe different disciplinary action if needed.

CATEGORY I INFRACTIONS

1. Leaving school without signing out (to include leaving the parking lot after arriving at school).
 - a. 3 days of ISS
 - b. 5 days of ISS
 - c. 3 days OSS
2. Disruption and/or interference with school rules and/or discourteous behavior.
 - a. 2 days detention hall
 - b. 1 day of ISS/ 2 days detention hall
 - c. 3 days of ISS
3. Skipping class
 - a. 3 days of ISS
 - b. 5 days of ISS
 - c. 3 days of OSS

4. Public display of affection, hands-off policy
 - d. 1 day of detention hall
 - e. 1 day of ISS
 - f. 3 days of ISS
4. Cutting in line in serving areas
 - a. 1 day of detention hall
 - b. 2 days of detention hall
 - c. 1 day of ISS
5. Inappropriate language
 - a. Warning
 - b. 2 Days of D-Hall
 - c. 1 day of ISS
 - d. 3 days of ISS
6. Insubordination (disregard of directions or commands, resistance to authority, disobedience, disorderliness)
 - a. 1 day of ISS
 - b. 3 days of ISS
 - c. 3 days of OSS
7. Possession or use of tobacco, vapes, lighters, or any tobacco-related product. Complaint affidavits will be filed on offenses involving tobacco, vapes, lighters, or any tobacco-related product on the second offense.
 - a. The student must meet with a counselor. Complete a two page essay over the dangers of vaping. The student will be on a restricted restroom plan. The student must serve 3 days of ISS.
 - b. Meet with a counselor and school mental health professional. 5 days of ISS. FINS affidavit filed.
 - c. Must continue to meet with the mental health professional. 3 days OSS
8. Truancy
 - a. 3 days ISS
 - b. 5 days ISS
 - c. 3 days OSS
9. Loitering on another campus within the district
 - a. 3 days of ISS
 - b. 3 days of OSS
10. Loitering by suspended students on any campus
 - a. Double the number of days suspended
 - b. Contact police
11. Failure to identify self when asked
 - a. 3 days of ISS
 - b. 3 days of OSS
12. Destruction of school property (accidental)
 - a. Restitution and possible disciplinary penalties
13. Destruction of school property (willful)
 - a. Restitution and 3 days of ISS
 - b. Restitution and 3 days of OSS
 - c. Restitution and recommendation for Expulsion

14. Failure to report to the office when directed to do so
 - a. 1 days of ISS
 - b. 3 days of ISS
 - c. 5 days of ISS
 - d. 1 day of OSS
15. Deliberate destruction of an individual's property
 - a. Restitution and 3 days of ISS
 - b. Restitution and 1 day of OSS
16. Racially or Socially Inflammatory language or gestures
 - a. 3 days of ISS
 - b. 5 days of ISS
 - c. 3 days of OSS
17. Horse playing/ Nonviolent Physical Altercation
 - a. 2 days D-hall
 - b. 1 day ISS
 - c. 3 days ISS
18. Leaving Class without Permission
 - a. 1 day ISS
 - b. 3 days ISS
 - c. 3 days OSS
 - d. Administrative decision
19. Inappropriate gestures, hand signs, language, ect. in a school sponsored live or still activity (pictures, live streams)
 - a. 3 days of ISS
 - b. 5 days of ISS
 - c. 3 days of OSS

CATEGORY II INFRACTIONS

1. Fighting assault or physical abuse. Complaint affidavits will be filed for fighting or physical abuse.
 - a. 3 days of OSS
 - b. 5 days of OSS
 - c. 10 days of OSS and Recommendation for Expulsion

A student has the right to defend him/herself without being suspended, provided the student is the target of a physical attack that he/she did not provoke and provided that the student used every means possible to avoid a conflict. The principal or their designee shall make the final determination on the claim of defense and if it falls within the scope of the CFSD Student Handbook.

2. Theft
 - a. 3 days of ISS and restitution
 - b. 3 days of OSS
 - c. 10 days of OSS, restitution, and Recommendation for expulsion
3. Verbal abuse or profanity directed toward school personnel
 - a. Up to 10 days of OSS and Recommendation for Expulsion
4. Physical abuse directed toward school personnel
 - a. 10 days of OSS and Recommendation for Expulsion
5. Possession of Fireworks
 - a. 3 days of OSS
 - b. 10 days of OSS and Recommendation for Expulsion

6. Gambling
 - a. 3 days of ISS
 - b. 3 days of OSS
 - c. 10 days of OSS and Recommendation for Expulsion
7. Indecent exposure
 - a. 5 days of OSS
 - b. 10 days of OSS and Recommendation for Expulsion
8. False alarm (to report a fire, make a bomb threat, or report another emergency without a lawful purpose)
 - a. 5 days suspension and notification of authorities
 - b. 10 days of OSS and Recommendation for Expulsion and notification of authorities
9. Inciting a riot
 - a. Up to 10 days of OSS and Recommendation for Expulsion
10. Arson
 - a. 10 days of OSS
 - b. 10 days of OSS with recommendation for Expulsion
11. Possession, sale, distribution and/or use of alcohol, drugs (illegal or prescription), or intoxicants on school property or school trips
 - a. 10 days of OSS and Recommendation for Expulsion
11. Possession of weapons or dangerous instruments
 - a. 10 days of OSS and Recommendation for Expulsion
12. Possession of over-the-counter medication
 - a. Warning/Conference with Parent
 - b. Up to 5 days of ISS
 - c. Up to 10 days of OSS and Recommendation for Expulsion
13. Possession of prescription drugs for which the student has a prescription
 - a. Warning/Conference with parent
 - b. 3 days of ISS
 - c. Up to 10 days of OSS and Recommendation for Expulsion
14. Possession and/or use of prescription drug(s) without a prescription
 - a. 10 days of OSS and Recommendation for Expulsion
15. Sale and/or distribution of prescription drug(s), regardless of whether the student has a prescription
 - a. 10 days of OSS and Recommendation for Expulsion
16. Sexual misconduct in any physical form
 - a. 10 days OSS and Recommendation for Expulsion
17. Inappropriate websites/emails that include, but is not limited to sexting, pornography air dropping, etc.
 - a. 3 days of OSS
 - b. 5 days of OSS
 - c. Recommendation for Expulsion
18. Student recording fight with an electronic device
 - a. Confiscation of device, Parent Conference
 - b. Confiscation of the device, 3 days ISS, Parent Conference
 - c. Confiscation of phone, 3 days OSS, Parent Conference, the student may not bring a phone back to school.

2023-2024 CFMS TEACHER DISCIPLINE CHART

OFFENSE	1st Violation	2nd Violation	3 rd Violation	4th Violation
Sunglasses, cap, hat, picks, combs, rollers, any head covering, or fidget spinners	Remove with warning	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Food, drink or gum in hall/class	1 Day of D-Hall and disposal	2 days DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Minor dress code infraction	Correct with warning Phone call	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Littering	Pick up with warning	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Hands Off	Warning	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Sleeping in Class	Warning Teacher phone call to parent	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Loitering in hallways/bathroom	Warning	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Excessive or loud talking	Warning Teacher phone call to parent	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*
Not having proper materials in classroom (including books)	Warning/Loan of book Teacher phone call to parent	1 day DH/Phone call to parent	Phone call to parent/2 days DH	Office Referral*

* Student must have a completed office referral form indicating Actions 1/2/3 have been documented by teacher when sent to office.

**Teacher will call office and request that a human services worker is sent to the classroom to remove student from classroom for counseling.

***Human services worker will be used as a behavior intervention which can take place at any time in the step process.

ADMINISTRATIVE DECISION OFFENSES*

Alcohol/use or possession	Alcohol/sale or distribution	Bomb threat or other deadly force threat	Bus misconduct
Cheating on test/homework	Cursing/Profane/Vulgar Language	Disturbances/Demonstrations	Drugs/illegal use
Drugs/possession, sale, distribution	Drugs/prescription or imitation	Drugs/nonprescription abusive use	Extortion
Faculty threats/assaults	Fire alarm/false alarm or tampering	Fighting or violent act	Fireworks/use or possession
Failure to identify self	Failure to attend d-hall	Forgery	Gambling
Indecent exposure	Insubordination	Leaving campus without permission	Campus loitering non-school hours
Lying to faculty member	PDA (Public Display of Affection)	Scuffling/bickering	Stealing
Student threats	Smoking/Possession of Tobacco Products	Truancy	Vandalism/damaging school property
Weapon/use or possession	Skippping		

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’s 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 grievor 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) 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.

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.

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 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

**CAMDEN FAIRVIEW PUBLIC SCHOOLS
BULLYING INCIDENT REPORT FORM**

Date of Incident:_____ ***Time of Incident:***_____ ***Repeat infraction? YES
NO***

Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room
Bus Stop On Bus Parking Lot

To/From School After School Program School Sponsored Event Text/Phone
Internet/Social Media Other: _____

Name of victim(s): ***Name of student(s) bullying:*** ***Name(s) of witnesses/bystanders:***

_____	_____	_____
_____	_____	_____
_____	_____	_____

***Type of
Bullying:***

- ☐ Verbal: YES NO
☐ Physical: YES NO Result in injury? YES NO
☐ Cyber: YES NO
- ☐ Reported to School Nurse? YES NO
☐ Reported to Police? YES NO

Bullying Behaviors (circle all that apply):

Shoved/Pushed Hit Kicked Punched Threatened Stole/Damaged

Possessions Excluded Taunting/ridiculing Writing/Graffiti Told

Lies or False Rumors Staring/Leering Intimidation/Extortion Demeaning Comments

Inappropriate touching

Cyber-bullying using: Text messages Website Email

Other: _____

Racial Sexual Religious or Disability

Circle one and describe: _____

**Reported to school by (circle all that apply): Administrator Teacher Student Bystander
Victim/Target Parent Bus Driver Anonymous Other: __**

Describe the incident:

Physical Evidence? Notes Email Graffiti Video/audio Website
Other: _____

Actions Taken (Sequence of Interventions Plan):

Consequences:

Remediation:

Referral for additional support services:

Parent Contact: Date _____ Time _____

Person making contact: _____

Result: _____

Today's Date: _____ Reported by: _____

Signature: _____

Bullying Incident Follow-Up

Follow-up Conference Date: _____ ***Time:*** _____

Conducted by: _____

People present:

Administrator _____ Social Worker _____ Counselor _____

Teacher _____ Student _____ Parent _____

Parent _____ Witnesses _____

School Psychologist _____ Other _____

According to student, situation is:

Better Worse No difference

Comments:

Parent Contact: Date _____ Time _____

Person making contact: _____

Additional Actions / Notes:

Camden Fairview Middle School

647 Dooley Womack Dr.
Camden, Arkansas 71701
Phone (870)836-9361
Fax (870)836-3717

Andrew Roshell III, Principal
Ricky Tucker, Assistant Principal
Ka'Misha Davis, Assistant Principal
Laura Gordon, Dean of Students

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 Parent

Initials Initials While on Camden Fairview School District property, the students named below **may not:**

_____ 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

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

Camden Fairview School District does not prohibit student organizations at the elementary or secondary level.

1. 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.
2. 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.
3. School fraternities and secret societies are banned in Arkansas public schools. (Chapter 20 of The School Laws of Arkansas, Act 171, 1929).
4. 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.
5. 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.

D. POSSESSION/USE OF CELLULAR PHONES, AirPods, Headphones, 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.

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. In-School Suspension for 3 days and the student's parent/guardian will be required to pick-up.

3rd Offense: Confiscation of the device. In-School Suspension for 5 days and the student's parent/guardian will be required to pick-up.

***4th Offense:** Confiscation of the device. Up to the recommendation of expulsion and the student's parent/guardian will be required to pick-up.

Refusal to give phone over to school officials 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 the loss, damage, or theft of any electronic device brought to school or on district property. School officials will not spend time looking for lost or stolen property.

E. 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 as 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.

Halo Smart Sensor

1. Halo Smart Sensors have been placed in all student restrooms throughout CFMS, and the locker rooms. 6-21 These have been put in place to detect fighting (aggression), smoking, and/or vaping. Administrators are notified via email when the halo is activated, and the cause of the notification is in the email. If the cause is smoking/vaping, all students present in the restroom will be called to the front of the office to be searched by an administrator.

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 en 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.
- 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, as a condition to avoid suspension or expulsion.
- 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**

Thereby authorized and created a Student Disciplinary Review Committee (DRC) consisting of Camden Fairview School District's licensed psychological examiner, 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 to 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. A teacher may temporarily dismiss for disciplinary reasons any student from class.
- b. 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.
- c. The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
- d. The principal of 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.
- e. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
- f. 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.
- g. 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.
- h. 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.
- i. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- j. 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.
- k. 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.
- l. 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.
- m. 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.

2. 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. The district will offer digital learning courses or alternative services in order for the student to receive credit. Expelled students will be placed on the APEX computer based learning system in order to prevent failing their current grade and meet requirements for reentry.

3. 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:
 - (1) A group hearing will not likely result in confusion, and
 - (2) 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. Students and parents or legal guardians 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.

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 Public Schools.

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 Camden Fairview Middle School. 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,

Johnny Embry, Superintendent

ACKNOWLEDGMENT

I hereby acknowledge that I have received the student handbook of Camden Fairview Middle School.

Signature of Child

Signature of Parent/Guardian

Date

Date

Child's Name

Grade

APPENDIX B

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 C

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 D

Parent Involvement Plan 2023-2024

Volunteer Activities at CFMS:

Assisting in school picture day
Participating in band activities
Feeding football teams before games
Working the concession stands at games
Facilitating hat day
Supervising field trips

Camden Fairview Middle School Parental Involvement Plan Mission Statement

Parental Involvement is an essential component to children realizing success in school. Research also suggests that there is a strong connection between parent and family involvement in our schools, as well as in their child's/children's education. In order to increase learning, we will be aggressive in our approach to building better parent partnership in our school district. We also realize that in order to improve academic achievement, the parent must be in partnership with the school and knowledgeable of what is expected for learning.

Camden Fairview Middle School Parental Involvement Plan Objectives

- To enlist a panel of Camden Fairview alumni, parents, teachers and community leaders to improve parental involvement in the Camden Fairview School District.
- To develop a closer relationship between parents and school faculty, administration and staff.
- To assist parents with the development of their child's emotional, social, physical and psychological growth.
- To inform parents of the latest technological advances in all schools at parent meetings.
- To assist parents with the transition of their child/children from kindergarten through high school and then into the workforce and /or college.
- To work cooperatively with the guidance counseling department in each building by preparing informational packets for parents on subjects necessary for their full development.
- To inform parents of the Compulsory Attendance Law requiring students to attend school.
- To encourage parent participation in after school functions at each school.
- To inform parents of Middle School students of the AAIMS project to prepare students for post-secondary education.
- To provide staff development for teachers and administrators to foster a consistent approach for creating a positive school climate.
- To organize parent social activities for teachers and families.
- To make families feel welcome in the school by letting them know they are valued and supported in their efforts to become more involved.

The Parental Involvement program at CFMS

1. Create a climate conducive to involving parents and families in their children's education.
2. Encourage communication between parents, teachers, and administrators by making sure they understand the importance of a positive school climate in relation to family involvement describing:
 - a. The role of the parent, student, teachers, administrators and school.
 - b. Ways parents can become involved in their child's/children's education.
 - c. Activities that will be held throughout the school that will encourage parents to get involved.
 - d. Materials that are age appropriate as well as for that child's grade that will aid in the development of that child.
3. Make parents and family members welcome in all schools and encourage their assistance in our schools. Parents are welcome in the school. Their support and assistance are sought by:
 - a. Making sure parents know our open-door policy through communication by newsletter, newspaper, school media channel, school handbook and radio.
 - b. Informing teachers, administrators and the staff of the importance of positive school climate through staff development.
 - c. Creating a climate in which parents feel valued and welcomed

- d. Surveying parents regarding their concerns, interest and availability in our schools.
 - e. Assist staff members in creating a climate conducive to effectively utilizing our volunteers.
 - f. Encouraging those parents that are unable to volunteer during school hours to help in other ways by providing training at least annually for volunteers.
 - g. Ensure that activities are meaningful and support their interest and abilities with a volunteer resource book.
4. Acknowledge that parents play an integral role in assisting student learning. The school shall assist parents in assisting their child.
 - a. Informing parents of expectations for students in each subject and at each grade level.
 - b. Giving an overview at open house and parent meeting of what students will be learning, how students will be assessed, what parents should expect for their child's education and assist parents with ways they can make a difference in their child's/children's education.
 - c. Involve parents in setting goals each year for their child/children by completing and evaluating surveys that correlate with school improvement plan (ACSIP).
 5. Promote and support responsible parenting. To help promote and support responsible parenting, the school will:
 - a. Assist all families, not just those attending parent meetings.
 - b. Create Parent Resources Centers in the school district.
 - c. Purchase parenting books, magazines and any other material regarding parenting and place them in the library.
 - d. Inform parents of the up-to-date selection of materials and give parents an opportunity to check-out these materials.
 6. Recognize that parents are full partners in the decisions that affect children and families. The school shall:
 - a. Include parents on advisory committees.
 - b. Encourage participation in PTO and other parent groups to help identify issues that interest parents.
 - c. Sponsor parent meeting to inform parents of middle school students to become involved in decisions that affect how their classes are selected.
 - d. Treat parents with respect and demonstrate a genuine interest in developing solutions to their concerns.
 - e. Provide an understandable, accessible and well-publicized process for providing input to parental concerns, including whom to approach about a problem, appealing the decision and how to develop a solution. School's process for resolving parental concerns is included in the handbook.
 - f. Promote parent participation on school district committees and issues.
 7. Recognize that community resources strengthen the school programs, family practices and student learning. Camden Fairview Middle School shall take advantage of community resources by:
 - a. Distribute information to the schools, community agencies and parents.
 - b. Inform staff members of the resources available in the community and strategies for utilizing those resources.
 - c. Develop partnerships with local businesses and social groups that will assist with student learning, assist school and families.
 8. Recognize that communication between home and school should be regular, two way and meaningful. The Camden Fairview Middle School shall:
 - a. Establish a system that allows the parents and teachers to communicate in a regular, two-way and meaningful way with the principal and their child's/children's teacher.
 - b. Send home report cards and progress reports to parents four times a year.
 - c. Conduct parent-teacher conferences at least twice a year and accommodate parents through a variety of scheduling.
 - d. Encourage teachers to contact parents immediately when concerns arise
 - e. Communicate positive student behavior and achievement, not just misbehavior and/or failures to parents.
 - f. Plan activities throughout the school year and encourage parental involvement.
 - g. Distribute materials that encourage ways parents can become involved.
 - h. Prepare informational packets with pertinent information concerning the age and grade of the child/children.
 9. The Camden Fairview Middle School will support the evaluation of the Parental Involvement Plan by involving parents in the decisions and practices of the school district, using all of the above-mentioned components listed. The Superintendent of the Camden Fairview School District shall employ one certified staff member that will serve as Parent Facilitator by organizing training for staff, promote parent involvement,

encourage a welcome atmosphere at all schools and ensure that parental participation is recognized as a valuable asset to our schools.

10. Staff Development

- a. By September 1, 2003, the State Board of Education's Standards of Accreditation of Arkansas Public Schools shall require no less than two hours of professional development opportunities for teachers, which may be included in the sixty (60) hours of professional development required as of January 1, 2003, designed to enhance understanding of effective parental involvement strategies.
- b. By September 1, 2003, the State Board of Education's Standard of Accreditation of Arkansas Public Schools shall require no less than (3) hours of professional development designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

APPENDIX E

INTERNET AND ELECTRONIC USE POLICY

Definition

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device 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. 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 device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors¹; therefore, it is the policy of the District to protect each electronic device with Internet filtering software² that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a 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; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use³ including, but not limited to:

- Interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook⁴ and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone number.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children's Internet Protection Act; PL 106-554
 FCC Final Rules 11-125 August 11, 2011
 20 USC 6777
 47 USC 254(h)(1)
 47 CFR 54.520
 47 CFR 520(c)(4)
 A.C.A. § 6-21-107
 A.C.A. § 6-21-111

Date Adopted: 7/20/23

Last Revised: 7/20/23

Student's Name (Please Print)_____ Grade Level_____

School_____ Date_____

The Camden Fairview School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

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

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- A. Using the Internet for other than educational purpose
- B. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- C. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- D. Making unauthorized copies of computer software;
- E. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- F. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- G. Posting anonymous messages on the system;
- H. Using encryption software;
- I. Wasteful use of limited resources provided by the school including paper;
- J. Causing congestion of the network through lengthy downloads of files;
- K. Vandalizing data of another user;
- L. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- M. Gaining or attempting to gain unauthorized access to resources or files;
- N. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- O. Invading the privacy of individuals;
- P. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- Q. Using the network for financial or commercial gain without district permission;
- R. Theft or vandalism of data, equipment, or intellectual property;
- S. Attempting to gain access or gaining access to student records, grades, or files;
- T. Introducing a virus to, or otherwise improperly tampering with the system;

- U. Degrading or disrupting equipment or system performance;
- V. Creating a web page or associating a web page with the school or school district without proper authorization;
- W. Providing access to the District's Internet Access to unauthorized individuals;
- X. Failing to obey school or classroom Internet use rules;
- Y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
- Z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

APPENDIX F

TRANSPORTATION CHANGE REQUEST
CONTACT INFORMATION

CFMS
Telephone: (870) 836-9361
Andrew Roshell II, Principal (aroshell@cfds.k12.ar.us)
Ricky Tucker, Assistant Principal (rtucker@cfds.k12.ar.us)
Ka'Misha Davis, Assistant Principal (kdavis@cfds.k12.ar.us)
Laura Gordon, Dean of Students (lgordon@cfds.k12.ar.us)
Mykeshia Williams, Secretary (mwilliams@cfds.k12.ar.us)

APPENDIX G

2023-2024 SCHOOL IMMUNIZATION MINIMUM REQUIREMENTS

VACCINE	KINDERGARTEN	1st 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.

APPENDIX H

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

APPENDIX I

COMPULSORY ATTENDANCE

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 60150501 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.

APPENDIX J

ESSA SCHOOL INDEX

What is the ESSA School Index?

The Every Student Succeeds Act (2015) provided states the opportunity to engage stakeholders in the development of the state's accountability system. ESSA required states to include at least five indicators for success:

1. Achievement,
2. Growth,
3. English learner progress toward English language proficiency,
4. Graduation rate, and
5. School quality and student success

APPENDIX K

TITLE I INFORMATION

CFMS receives 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 CFHS by phone 870-836-9361 or email at: Andrew Roshell III, Principal (aroshell@cfhd.k12.ar.us); Ricky Tucker, Assistant Principal (rtucker@cfhd.k12.ar.us); Ka'Misha Davis, Assistant Principal (kdavis@cfhd.k12.ar.us); Laura Gordon, Dean of Students (lgordon@cfhd.k12.ar.us)

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

APPENDIX L

HOMESCHOOL AND EXTRACURRICULAR ACTIVITY

Interscholastic activity means an activity between schools subject to rules 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.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

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.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if:

- The superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District; or
- The student's resident school does not offer the interscholastic activity and the superintendent of the non-resident district agrees to allow the student to enroll in the interscholastic activity.

Although not guaranteed participation in an interscholastic activity, home-schooled students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one non-academic course in the District's school where the student is intending to participate in an interscholastic activity that coincides with the interscholastic activity in which the homeschooled student participates and shall be required to be at school only when participation in the interscholastic activity requires other students who participate in the interscholastic activity to be at school.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A home-schooled student who has met the try out 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.

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 home schooled student may begin participating in an interscholastic activity immediately upon being approved to participate by the District if:

- The home schooled student has not withdrawn from an Arkansas Activities Association member school; or
- The student has withdrawn from an AAA member school and enrolled in a home school but did not participate in an interscholastic activity that is a varsity sport at the student's resident district prior to the student's withdrawal from the AAA member school.

A student who withdrew from an AAA member school who participated in an interscholastic activity that is a varsity sport at the student's resident district during the previous three hundred sixty-five (365) days shall not be eligible to immediately participate in an interscholastic activity that is a varsity sport in the District. The student will not become eligible for full participation until the completion of the three hundred sixty-five (365) day period from when the student withdrew. A student who is not eligible for full participation may participate in tryouts, practices, classes, or other endeavors associated with the interscholastic activity until the completion of the three hundred sixty-five (365) day period from when the student withdrew.

School Choice Transfers

A student who transfers under a legal school choice option shall not be denied participation in an extracurricular activity where the student transfers based exclusively on the student's decision to transfer . A student who transfers after July 1 of the year the student enters grade seven (7) shall complete a Changing Schools/Athletic Participation form as defined by AAA, which must be signed by the:

- Superintendent of the student's resident school district;
- Superintendent of the nonresident school district to which the student transfer
- Parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student.

The completed Changing Schools/Athletic Participation form shall be filed with the non-resident school district where the student transfers and the AAA. The Changing Schools/Athletic Participation form shall be signed by the superintendent of a student's resident school district and the superintendent of the nonresident school district to which a student transfers unless there is demonstrable evidence of recruiting by the receiving school district personnel or that the student is transferring to the nonresident school district solely for athletic purposes.