

Augusta School District
Elementary Student
Handbook



2016 – 2017

TABLE OF CONTENTS

Student Welcome-	1
Parent Welcome	1
Philosophy and Objectives	1
Equal Educational Opportunities	1
Visitors	1
School Hours	1
Board of Education	2
District Administration	2
AE Mission Statement	2
Vision Statement	2
Alma Mater	3
School Colors	3
School Motto	3
Section A – Educational Information	
Grading and Reporting Systems	4
Summer School	4
Retention Policy	5
Homework Policy	5
Parties at School	5
Picture Policy	5
School Reporting of Student’s Performance	6
Student Health Policies	6
Parent Involvement Statement	7
Section B – Student Behavior, Rights, Responsibilities and Regulations	
Discipline	8
Complaint Procedure	9
Due Process	9
Objection to Material	9
Student Code of Conduct	10
Rules and Results	10
Classroom Discipline	18
Teacher Authority	18
Sent Home Procedure	18
School Detention	18
Corporal Punishment	18
In-School Suspension Procedure	19
Out of School Suspension Procedure	19
Expulsion Procedure	20
IDEA	21
Student Drug and Alcohol Policy	22
Extra Curricular Drug Testing Policy	22
Dress Code	25
Transportation, Bus Rules	26
School Trips	26

Visitors	27
Importance of Good Attendance	27
Attendance Policy	27
Student Transfer	28
Entrance Requirements	29
Interrogation and Searches	30
Patriotic and Religious Exercise	30
Notice of Privacy Rights (FERPA)	30
Reasonable Force	31
Title IX	31
Title VI; IX and Section 504	31
Crowd Control	32
Textbooks	32
Anti-bullying Policy	33
Required Period of Silence	37
Telephones	37
Lunch in Cafeteria	37
Deliveries	37
Wellness Policy	38
Forms to Return	43

STUDENT WELCOME

The faculty, staff, and administration of the Augusta School District extend to each of you a very cordial welcome. As a student at our school, you will have responsibilities and opportunities. This handbook is designed to help you understand our policies.

PARENT WELCOME

The faculty, staff and administration are very pleased to be in the position to serve in the best interest of your child(ren). Our doors are always open to assist you in your child's education.

Please feel free to visit the school and we will welcome your suggestions for improving the Augusta School District educational system.

We do ask, however, that you call and schedule any visit. This will help eliminate confusion and hopefully create a more cooperative atmosphere for all concerned. (Augusta Elementary – 870-347-2432; High School – 870-347-2515; Superintendent – 870-347-2241)

PHILOSOPHY AND OBJECTIVES

It is the belief of the elementary faculty and staff that education is a cooperative enterprise reaching far beyond the boundaries of the school. An effective educational program is dependent on the support of parents, community, and state agencies, as well as national agencies. We believe quality education encompasses academic, emotional, social, and physical development.

We believe that students should be accepted into our programs as they are and that they should be allowed to progress at their own pace whenever possible. It is our goal to provide stimulation for learning basic skills while at the same time promoting growth in the areas of critical thinking and problem solving.

EQUAL EDUCATIONAL OPPORTUNITIES

The Augusta School District shall not discriminate against any person on the basis of race, color, national origin, sex, age, or handicap in accordance with the state and federal laws.

VISITORS

All parents and guests who visit the elementary campus are required to check in at the office, be issued a visitor's pass, and make school officials aware of your presence and the purpose of your visit. Visitors without a pass from the office will be escorted off the school premises and possibly arrested for trespassing. This is to insure the safest possible environment for the students.

SCHOOL HOURS

Breakfast is at 7:25 AM. Augusta Elementary School students begin class at 7:45 AM and will be counted tardy at 7:50 AM. Students are dismissed as follows: 3:05 – car riders and walkers; 3:07 – bus riders.

The Augusta School District is indebted to its Board for the facilities and curriculum offered to its students.

BOARD OF EDUCATION

Debbie Briscoe
Terry Shadwick
Willie Powell
Leslie Collins
Janice Collier
Susan Bengel
Charlotte Hitt

DISTRICT ADMINISTRATION

Cathey Tanner: Superintendent
Lisa Martin: K-12 Principal
Richard Greer: Assistant Principal
Rick Pilcher: Dean of Students
Sandra Whatley, Pre-School Director

AUGUSTA ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Augusta Elementary School faculty and staff is partnership with parents and community will be to:

- Provide high standards that we expect all students to achieve
- Meet the individual needs of students in a positive atmosphere with enthusiasm and mutual respect
- Promote growth within the whole child
- Ensure that they become a productive, healthy, well-adjusted and well-behaved part of society.

VISION STATEMENT

While promoting a positive, student friendly environment, the vision of Augusta and Cotton Plant Elementary Schools is for every student's academic performance to be college ready or above. We envision students possessing honorable character, integrity, and confidence that cannot be compromised, as they become productive, life-long learners.

ALMA MATER

By Lillian Taylor

Let us join in singing praises
Dear old AHS our beloved Alma Mater ranks
Among the best.
Let's support and pledge allegiance
Shout this joyous song honor, love, and true
Devotion all to her belongs.

Thru the years our sons and daughters
Held her banner high
We must keep this standard upward, till it tops the sky.
Work together, sing forever,
Shout this joyous song honor, love, and true
Devotion all to her belongs.

SCHOOL COLORS

Cardinal and White

SCHOOL MOTTO

"Hand in hand, together we can."

SECTION “A” EDUCATIONAL INFORMATION

GRADING AND REPORTING SYSTEM

1. It is the policy of the Augusta School District that all grades given shall only reflect the educational objectives that have been set forth by the State Dept. of Education, Arkansas Curriculum Frameworks, and Local Curriculum offerings. Furthermore, all courses will adhere to the proper Arkansas Frameworks and Curriculum models.
90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F.
2. Students will receive individual report cards every nine (9) weeks for each subject taught. Progress reports will be sent home at the end of four and one-half (4 ½) weeks to keep parents informed of their child’s progress.
3. The grading system used is a standard one designed to encourage good learning habits and to safeguard the hard working student who may have a low aptitude for test performance.
4. Two scheduled parent/teacher conference are built into the school calendar for the teacher to communicate personally to the parent their child’s academic progress.
5. Students are eligible for the honor roll each 9 weeks if they achieve all A’s or A’s & B’s.
6. Students may be eligible for other awards if they are most improved.
7. Grades 1-6 will receive traditional report cards with letter grades and performance indicators based on the percentage of correct responses on assigned work from the curriculum or mastery of subject matter. Kindergarten will receive a skills based report card that reflects the skills mastered by the student each nine (9) weeks along with a regular report card.
8. Students enrolling from a non-accredited school or home school will be tested and placed in the appropriate grade level according to test results not to exceed age level peers.
9. A minimum of 9 grades will be taken in each subject during the nine (9) weeks.

SUMMER SCHOOL

The summer school program is designed for students who did not perform at grade level during the regular school year. School officials will use the following indicators to determine which students are eligible to attend summer school: Student grades, Teacher observations, ACT Aspire scores; Iowa Basic Skill Test; DRA reading level, and Attendance.

An eligible student who does not attend all Summer School will be **RETAINED** in his/her grade level for the duration of the upcoming regular school year.

A child who participates in Summer School will be re-evaluated at the end of summer school and determination will be made at that time whether the student will be retained or promoted.

RETENTION POLICY

1. A K-6 student will be passed to the next grade level when, developmentally, he/she is functioning at such a level to show mastery of the core concepts listed in the curriculum. This will be determined by an accumulation of student work and performance, as well as, daily observation from the classroom teacher. Parental recommendations will be considered, but the principal and superintendent will make the final decision. Students will be promoted if satisfactory academic achievement and social behavior has been made. A student will be retained if in the best judgment of the teacher and principal, the interest of the student is served. The parent has the right to conference with the teacher and the principal before final determination is made. Students with academic improvement plans or other remediation plans who fail to participate in the remediation programs will be retained.
2. Students in grades 1-6 must have an average yearly grade of 60 or above in at least four (4) of the following subjects: language arts, mathematics, social studies, and science. Progress reports will be sent out between each report card to notify parents of their child's performance in class.
3. The parents or guardians of a child who has been retained shall be notified by mail or phone within two (2) weeks of the retention and will be provided an opportunity for a personal conference. Failure to respond will result in the mailing of a registered letter to the parent or guardian.

HOMEWORK POLICY

When homework assignments are made, the following suggested time frames are to serve as guidelines. Time frames will be followed as general rule and on occasion variations may be necessary. Also, depending on their abilities and progress, some students may require more homework time than is indicated in the guidelines. Studying for tests and special projects may require more time than regular homework assignments.

Kindergarten – 15 minutes

1st grade – 20 minutes

2nd grade – 30 minutes

3rd grade – 40 minutes

4th – 6th grade – 60 minutes

PARTIES AT SCHOOL

In accordance with the School Wellness Policy the following class parties are allowed: Christmas and Valentine's Day. Parents may be asked to help with these parties on special occasion. The State Health Code prohibits the distribution of "homemade" food of any type. Treats or snacks cannot be sent for individual student's birthdays.

PICTURE POLICY

From time to time the school may wish to publish individual or group accomplishments on school or district web pages, other school publications, or the Woodruff County Monitor. In these circumstances, published images of a student referenced to his/her work may include the use of the student's first name or use the student's initials. The student's last name, address and/or phone number will not be published on the internet or school or district web pages at any time. Parents desiring that their child's picture and first name not be used on a website or other publications should notify the school office in writing. Please see the form at the back of the handbook.

SCHOOL REPORTING OF STUDENT'S PERFORMANCE

The Augusta School District shall hold parent conferences at least twice (2) per year to discuss with parents the progress of their child. The Augusta School District furthermore requires that each teacher communicate more frequently with the parents or guardians to discuss the student's academic progress with those children who are not at the level expected for their grade.

Elementary school teachers shall meet with the parent/guardian of each student at least once a semester through a parent-teacher conference or phone conference.

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

At the end of the first and third quarterly grading periods, parents will be provided an opportunity to come to the school building to discuss the academic progress of their child.

STUDENT HEALTH POLICIES

Administering Medication at School

In most cases, your child's need for receiving medication can be set for before school, lunch, and after school. Parents are encouraged to work with the school schedule, whenever possible, to prevent classroom disruptions for dispensing medication.

1. No medication will be given until a medication release form for each medication is filled out and signed by the parent/guardian.
2. Medicine must be sent in the original container – no loose medicine in plastic bags, envelopes, etc.
3. The school nurse will administer only oral medications and ointments.
4. Non-prescription medicine will be given with parent's permission for a period not to exceed one week.

Personal Illness

1. Keep child home if he/she has a temperature above 99 degrees
2. If a child has stomach disorders such as nausea, vomiting, or diarrhea, the child should not be sent to school. Stomach viruses are contagious.
3. If a child has a rash of an unknown origin or has a suspected condition (such as chicken pox), which may be contagious, do not send him/her to school until a physician has diagnosed the condition.
4. A child should be free of fever for 24 hours before returning to school.

Sick Child

If the child has one of the following symptoms the parent or guardian will be notified.

1. Fever above 99 degrees
2. Vomiting/diarrhea
3. Symptoms of conjunctivitis (pink eye)
4. Symptoms of contagious disease
5. Injury requiring medical attention beyond the services of the nurse
6. Symptoms deemed a possible health risk
7. Symptoms of head lice

Head Lice

When the presence of head lice is suspected, the teacher, principal, or school nurse will discreetly check part of or all of a group of children suspected to have been exposed to head lice.

The transmission of head lice is a result of the lice moving from one person's head to another. Because of the highly contagious nature of head lice among children, the following steps will be followed by the school official upon discovery of head lice or nits (eggs)

1. The child will be removed from the classroom immediately and parent/guardian contacted to pick up the child.
2. School personnel will give the parents additional treatment guidelines and information when the child is picked up.
3. The child will not be readmitted to school until no sign of nits are in their hair.

Parent Notification

Parent/guardians are urged, for everyone's protection, to pick up ill children at once. The child will not be allowed to return that day.

PE Classes

To be excused from PE class for health reasons, a note from a physician on doctor's stationary must be provided with reason and length of excuse and treatment.

PARENT INVOLVEMENT STATEMENT

The Augusta School District offers a range of opportunities for the parent, grandparents and guardians to be involved in your student's school experience. Some of these opportunities include:

- Parent/Teacher Conferences – at the end of the 1st and 3rd quarters
- Muffins for Moms
- Donuts for Dads

There is a parent center located in the library of each campus. Parents are encouraged to set up a time to visit the center and take advantage of the materials available.

For more information you may call the parent center facilitator in the appropriate building for your child: AE – 870-347-2432, HS – 870-347-2515.

SECTION B STUDENT BEHAVIOR, RIGHTS, RESPONSIBILITIES AND REGULATIONS

The orderly operation of the public school is very difficult without the cooperation of students and parents. A student's first experience with discipline begins at home. The kind of discipline taught in the home is generally carried over into the school, complementing or impeding the school's efforts to maintain an atmosphere conducive to learning. The Augusta School District seeks the assistance of parents, students, and other citizens to improve the general atmosphere for learning. Our first emphasis shall be on the prevention of discipline problems and a renewal of our efforts to help each student adjust to school and to solve his personal problems. Students, teachers, counselors, parents, and administrators must adopt an attitude of cooperative concern about the problem to assure that no student shall be denied his right to an education in a safe and wholesome environment. One way to accomplish this goal is to establish a clear understanding of the regulations and policies presently in effect in our school district. A student must understand that his right to a good education depends directly on his willingness to respect the same right of other students. We therefore, invite you – students, parents, other citizens, and teachers to join with us in a team effort to improve our discipline and to provide a better education for all students.

The school program in the Augusta School District is designed to afford students the opportunity to gain a quality education. We expect a student to behave in a manner that is conducive to his educational growth and that of others. Our disciplinary procedures revolve around this basic concept. As school personnel, we acknowledge our responsibility to deal with students fairly and honestly and to treat all students with the courtesy and respect due to any person. It is hoped that our execution of these responsibilities will encourage students to value these qualities.

The responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of Education to responsible officials within the school district. The purpose of disciplinary controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

Reprimand, referral to special personnel in the schools (counselor, dean of students, or principal), parent conferences, probation, corporal punishment, suspension, referral for special services within the community, and expulsion are some courses of action available to school personnel in dealing with pupils involved in school discipline problems. Some problems are much more serious than others and require different approaches and clearly defined actions. A student who engages in certain acts of misconduct in school or at school sponsored events will be subject to immediate suspension or expulsion from school and such student may be charged with violating applicable municipal, state, and federal laws.

DISCIPLINE

The Board of Education subscribed to Arkansas School Law No. 80-1629, Discipline – Every teacher shall seek to exercise wholesome discipline in his/her classroom and endeavor by precept and otherwise to instill and cultivate in the pupils good morals and gentle manners.

The Board of Education hereby authorizes the superintendent, principal, assistant principal, and dean of students to suspend a pupil for as much as 10 days at a time when the penalty seems necessary. Expelling is, by state law, the right and duty of the Board of Education only, when the situation is severe enough. Expelling may be for the remainder of the semester or for one year where the infraction involves a weapon with loss of credit in each case.

Any pupil who comes to the office for correction shall have his name placed on file. The date, nature of incident, and disciplinary action taken will also be recorded.

AUGUSTA SCHOOL DISTRICT'S COMPLAINT PROCEDURE

Any person who feels aggrieved concerning any matter connected with the schools should apply to the teacher first, principal or immediate supervisor second; superintendent third. If the superintendent of schools is unable to adjust the matter satisfactorily, the person making the complaint is invited to refer the matter to the local school board for referring a matter to the Board is to address a letter to the Board in care of the superintendent of schools. This letter to the Board must reach the superintendent one-week in advance of the meeting of the Board if it is to be included in the printed agenda.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and /or school regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals, dean of students, and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals and dean of students are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals and dean of students for conferences when needed and to arrange with proper school authorities for desired student hearings.

The due process rights of students and parents are as follows:

1. Prior to any suspension, the school principal, dean of students, or his/her designee, shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusations.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal, dean of students, or his/her designee.
3. Written notice of suspension and the reasons for the suspension shall be given to the parent(s) of the pupil.
4. Any parent(s), or legal guardian of a pupil assigned suspension shall have the right to appeal to the superintendent level only.

OBJECTION TO MATERIAL

If a parent or student has an objection to material found in the library, media center, or given in a classroom, they shall file a written notice of objection with the building principal. After reviewing the material, the principal will decide whether to allow the material to be viewed or to remove the material from the school building.

STUDENT CODE OF CONDUCT

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others, or who violate district or school rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school- community. The violations of the rules can occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, function, or event, or en route to and from school. Rules 1-66 listed on the following pages are considered improper conduct and will subject the student to disciplinary action ranging from a minimum of a verbal warning and corporal punishment to suspension or maximum of expulsion from school.

The Augusta School District has adopted the following procedure to determine the status of students who commit repeated undesirable behavior actions.

Repeat Offender Clause: Students who have been sent to the office six (6) times and who have been suspended two (2) times with parent conferences following said suspensions can be recommended for expulsion. Actions covered by state law can result in expulsion recommendation. If the recommendation is set forth as an item for school board action, the student and his/her parents have the right to be present and hear the reason for and results of the recommendation.

Out of school suspension, Saturday detention, bus suspension, and noon or after school detention, corporal punishment, or removal to an alternative setting are some examples of consequences.

Refusal of corporal punishment will result in other disciplinary action ranging from detention to suspension.

Students who have been suspended will not be allowed the privilege of participating in or attending any school sponsored events or functions including extracurricular activities and may not be allowed on campus without prior approval from the principal or designee. Parents will be notified by regular mail when their child has accumulated three (3) and five (5) office referrals.

RULE 1. – DRUGS

A student shall not possess, sell, or attempt to sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, paraphernalia pertaining to these, look-alike (any substance manufactured to resemble in appearance, purported to be, or in any way represented to be any of the aforementioned items, or any other controlled or illicit substance, as defined in Act 590 or 1971), at school or at any school related event. Students who are taking prescribed medicine must notify the office of such prescription.

**Enhancement of sentence if near public or private school property (5-64-410).* When possible, parent/guardian will be notified and the law enforcement agency will be notified of any criminal activity; school officials will cooperate fully.

Penalty: 10-day out-of-school suspension and recommendation for expulsion.

RULE 2. – ALCOHOL

A student shall not possess, sell or attempt to sell, use, transmit, or be under the influence of alcohol at school or at any school related event.

**Enhancement of sentence if near public or private school property (5-64-410).* When possible, parent/guardian will be notified and the law enforcement agency will be notified of any criminal activity; school officials will cooperate fully.

Penalty: 10 day out-of-school suspension and recommendation for expulsion

RULE 3. – TRUANCY (See “Attendance Policy):

A student shall not be absent from school without parent’s and/or school authorities’ prior knowledge and consent or they will be considered truant. Any student who arrives after the tardy bell will be considered truant. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered as truant. This includes athletics. Any student truant must be signed in by parent/guardian or child will be sent home.

1st Offense: 3 days in-school suspension

2nd Offense: 3 days out of school suspension

3rd Offense: 5 days out of school suspension and recommendation for expulsion

RULE 4. – FIGHTING –PHYSICAL ABUSE/ASSAULT BY A STUDENT ON ANOTHER STUDENT:

Acts of violence will not be tolerated. A student who physically strikes another student with student with malice shall be suspended for 3 days (first offense), 5 days and recommendation for expulsion (second offense). If a weapon is involved, the penalty will be expulsion for the remainder of the term or year. A student has the right to defend himself/herself without being suspended, provided the student is the target of a physical attack, which he/she did not provoke and does not have the opportunity to break off the attack. Any student who (without defending him/herself) participates in a gang (group) fight will be recommended for expulsion.

If a student is being harassed at school or at school functions, the student should report to the nearest faculty member.

Assault, Threatened Assault, and Abuse: Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as assault, are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and is strictly forbidden. Violations of this policy will result in disciplinary action to range from verbal reprimand (or other techniques approved by the principal), detention, suspension, to expulsion, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. (Act 706 of 1997, Act 888 of 1995)

Students involved in a fight will not be allowed to make up assignments and may be referred to the juvenile or other law enforcement agencies.

All participants in a fight will be disciplined. Differential discipline may be used depending upon the degree of involvement of the student.

RULE 5. – STAFF ASSAULT/ABUSE

Consists of: 1) violent, abusive, obscene, or profane language addressed to a teacher or school employee; 2) by threatening to fight or challenging to fight, or fighting a teacher or school employee; 3) use of abusive, violent, obscene, or profane language whether addressed to a specific party or to the public generally. Students violating this rule shall be recommended for expulsion. “Assault” is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur. “Battery” is similar to assault, but requires unexcused physical touching or injury. “Abuse” means to wrong in speech, reproach

coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse. (Act 207 of 1997)

Rule 6, 7, 8, 9, & 10. – WEAPONS AND DANGEROUS INSTRUMENTS:

A student shall not possess, handle, or transmit a **(6)** Knife; **(7)** Pistol; **(8)** Rifle; **(9)** Shotgun; **(10)** Club; Razor; Ice Pick; Explosives: Pellet Gun; any type of ammunition for the aforementioned items, look-alike (any item manufactured to resemble in appearance, purported to be, or any way represented to be any of the aforementioned items), or any other object that might be considered a weapon or dangerous instrument. Students violating this rule of dangerous instruments will be recommended for expulsion for that term or entire. Possession of a firearm on school property or at a school-sponsored activity will result in a recommendation for expulsion from school for not less than one year, which is defined as 12 calendar months. The superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis. (AR Code Ann. 6-18-507; Amended Act 567 of 1995; Act 706 of 1997)

RULE 11. – GANGS AND GANG ACTIVITY

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity – whether genuine or a pretense – that is identified by school officials will result in a minimum 3 day out of school suspension up to a maximum of expulsion for the remainder of the semester. A second gang-related offense will result in a recommendation for expulsion for the remainder of the semester, remainder of the school year, for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, “throwing signs”, or other gesture or language (however expressed) associated with gangs, intimidation, and threats (Act 1108 of 1997).

RULE 12. – VANDALISM

A student shall not cause or attempt to cause damages to school property, or private or public property. The school district will attempt to recover damages from the student who destroys school property. Parents of minor students under the age of eighteen (18), living with parents may be liable for damages caused by that minor in an amount not in excess of two thousand dollars (\$2,000.00).

The school will do notification of law enforcement authorities when a criminal act occurs. For what is considered minor offenses restitution/repair will be performed and parents contacted. Repeat or more serious offenses will be grounds for an expulsion recommendation for the remainder of the semester, school year, or permanently.

RULE 13. – INSUBORDINATION

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

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 14. – DISORDERLY CONDUCT

No student shall occupy any school building or properties with intent to deprive others of its use or if the effect thereof is to deprive others of its use or; block the doorway or corridor of any school building or property so as to deprive others of access thereto or; prevent or attempt to prevent the convening or continues functioning of

any school class activity or lawful meeting or assembly on the school campus or activity or; prevent students from attending a class or school activity or; continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct classes or any other school activities or; in any manner by the use of violence, force, noise, coercion, threat intimidation, harassment, 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 for the purpose of causing the disruption or obstruction of any such lawful process or function; or refuse to identify him/herself on request of any teacher, administrator, or other school personnel; or encourage other students to violate any rule and/or school board policy.

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 15. – TOBACCO USE ON SCHOOL CAMPUSES

Students of the Augusta School District are not permitted to possess, smoke, or use tobacco products on campus or at school activities.

1st Offense: Confiscation and corporal punishment or ISS

2nd Offense: Confiscation and 5 days out of school suspension

3rd Offense: 10 days out of school suspension w/recommendation for expulsion

(Rule numbers 16 through 50 are reserved for State Dept. of Education use as needed.)

RULE 51. – STEALING OF SCHOOL OR SCHOOL RELATED PROPERTY

A student shall not steal or attempt to steal school, private, or public property. The school district will attempt to recover stolen items. Parents of minor students under the age of eighteen (18) living with the parents may be held responsible for that student's action in an amount not to exceed two thousand dollars (\$2,000.00). Law enforcement authorities will be notified of any criminal activity.

Depending upon the evidence found in the investigation or arrest the consequences may range from suspension to expulsion recommendation.

RULE 52. – IMMORALITY AND PORNOGRAPHY

A student shall abstain from indecent and immoral acts. A student shall not possess or distribute pornographic materials.

Depending on the seriousness of the particular offense, this may lead to suspension and/or expulsion.

RULE 53. – FIREWORKS OR CLASS "C" EXPLOSIVES

A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks or Class "C" explosives which could reasonably be a danger to school property, to others, or which could be disruptive to the learning climate of the school.

1st Offense: 5 day out of school suspension and parent conference

2nd Offense: Recommendation for expulsion

RULE 54. – GAMBLING

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

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 55. -- BOMB THREATS

A student who threatens by writing or calling in a bomb threat, or the placing of explosive devices on school property and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. Any student who has knowledge of bomb threats or present when bomb threat is made and does not report the bomb threat immediately to the principal or other school authorities will be recommended for expulsion.

RULE 56. – ARSON

The intentional setting of a fire and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.

RULE 57. – FUND-RAISING

The principal and superintendent must approve any selling done during school hours. Failure to do so may constitute fraud and will require restitution and notification to legal authorities.

RULE 58. – BUS DISCIPLINE

See section titled (Transportation, Bus Rules, and Regulations)

RULE 59. – CONFISCATION OF DISRUPTIVE ITEMS

School personnel may confiscate any items that they feel are causing disruptive and /or hazardous conditions. (Example: Head phones, lasers, video games, and similar items). The items may be returned to the student at the discretion of the teacher or administrator in a timely manner. With repeat offenses, discipline may become more severe.

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 60. – PAGING DEVICES AND CELL PHONES

Arkansas Law (Ann 6-18-502, (b)(2)(D) (repl.1993) prohibits the usage by students of any paging device, beeper, cell phones, and electronic devices, which includes but is not limited to mp3 players, radios, or similar device on a school campus during the regular school day. Electronic devices are to be powered off during the school day. The principal may grant special permission for cause. Violations will result in the phone being confiscated and the following:

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 61. – SEXUAL HARASSMENT

Sexual harassment is sex discrimination under Title IX. It is the policy of the Augusta School District to maintain a learning and working environment free from sex discrimination, including sexual harassment. Definitions: Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by student to another student constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
2. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating and intimidating, hostile, or offensive academic environment;

Sexual harassment, as defined above, may include but is not limited to the following: Verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, suggestion or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc., inappropriate patting or pinching, intentional brushing against a student’s or an employee’s body, or any sexually motivated unwelcomed touching.

Any person who alleges sex discrimination or sexual harassment by any student will report using the district’s complaint procedure for investigation. The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

The District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employee pending the completion of the investigation.

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment (Act 1108 of 1997). Consequences may range from parent conference and suspension to expulsion recommendation depending upon the findings of the investigation.

RULE 62. – *INTERNET AND TECHNOLOGY POLICY*

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including, the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement.

Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. EX: A student sends a threatening e-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

The penalties will include but are not limited to suspending the student from using technology for a period of time.

RULE 63. – *FOOD AND DRINKS*

Food and drinks are allowed in the classroom at the discretion of the teacher as long as it does not impede on the learning environment. Gum and sunflower seeds are not allowed on campus. Soda vending machines are closed for use by students.

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 64. – *CHEATING AND PLAGIARISM*

Students who are found guilty of cheating or plagiarism will receive zero for the assignment and their parent will be notified. Future occurrences may result in corporal punishment, ISS, or suspension.

RULE 65. – *PUBLIC DISPLAY OF AFFECTION (PDA)*

No public display of affection is allowed anywhere on campus and could be subject to disciplinary action.

Minimum Penalty – verbal or written reprimand

Maximum Penalty – expulsion

RULE 66. – *BEHAVIOR NOT COVERED ABOVE*

The school reserves the right to punish behavior which is subversive to good order and discipline in the school even though such behavior is not specified in the preceding rules.

CLASSROOM DISCIPLINE

Each teacher is responsible for the management of his or her classroom. The teacher will post class discipline plans and general behavior expectations in their rooms for each student to see. Students are expected to follow the guidelines set forth by each teacher and all rules included in the handbook.

TEACHER AUTHORITY

The Augusta Board of Education recognized its responsibility to give its full support and assistance to teachers in regard to maintaining control and discipline in the classroom. The Board agrees that all teachers have the right to exclude a pupil from class when the student's presence is intolerable to the learning process. Corporal punishment may be used when deemed necessary.

SENT HOME PROCEDURE

Pupils sent home from school for any reason other than suspension or court referral, should receive a Sent Home Notice. Sent Home notices are used for only a short period of absence from school. Their function is to bring parents to the school for a conference with the principal or designee.

SCHOOL DETENTION

The Augusta Elementary School reserves the right to hold before school, noon, after school, and Saturday detention if needed. Any student may be assigned after school detention. This detention will last from 3:15 – 4:00. The student is expected to bring materials to study or read during detention. Failure to work on assignments or disruptions of detention will not be tolerated and will result in further actions.

CORPORAL PUNISHMENT

The teacher must have discipline before effective teaching can begin. We expect the teacher to exercise good judgment and moderation in any disciplinary action taken and corporal punishment be used only as a last resort. However, should all else fail and/or in the judgment of the teacher, principal, or his/her designee a paddling is necessary, they do have the full support of the Augusta Board of Education.

Paddling shall be done on the seat of the pants with a wooden paddle. Corporal punishment shall be done out the sight of other students and an administrator or designee shall witness the paddling.

Maximum number of licks per day is three (3).

Refusal of corporal punishment will result other disciplinary action ranging from detention to suspension.

Corporal punishment will not be administered to any student whose parents have a written request filed annually in the principal's office. Once the request is filed, it can only be removed with written notification from the parent/guardian.

IN-SCHOOL SUSPENSION POLICY

Students may be assigned in school suspension by the principal or dean of students.

The classroom teacher will provide, upon request, assignments for the ISS student. The classroom teacher will also provide a grade for all returned work. In the event that the ISS work does not satisfy the class requirement, the teacher will re-assign the work and the student must complete the assignment in ISS before being allowed back into the regular classroom.

OUT OF SCHOOL SUSPENSION PROCEDURE

1. A teacher may temporarily dismiss for disciplinary reasons any student from class.
2. The teachers 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' dismissal from class.
3. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action.
4. The principal or designee of any school is authorized to suspend students from school for disciplinary reason up to ten (10) school days, including the day upon which the suspension was initially imposed.
5. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
6. If the student denies the charges, the principal or designee shall explain to him/her the evidence, which forms a basis of the charges and shall permit the student to present his/her side of the story.
7. When the principal considers that an OUT OF SCHOOL suspension is proper, he/she shall send the student home.
8. 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 reviews of the suspension.
9. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
10. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises and functions until the principal or designee reinstates him/her, except that a suspended student may return to school premises when accompanied by his/her parent or guardian for a student/parent/principal conference.
11. If, in the conference, no decision is reached by the principal or designee for reinstatement of the student or if any suspended student or his/her parent or guardian (when the student is a minor) request a hearing before the superintendent, the principal or designee shall furnish the superintendent of schools with a full report on the suspension within a period of five (5) days from the request. The student must remain away from school. All school district board meetings entertaining such appeals shall be conducted in executive session if requested by the parent or guardian of the student, provided that after hearing all testimony and debate, the board of directors shall conclude the executive session and reconvene in public session to vote on such appeal.

12. The superintendent of school or designee shall have the authority to revoke, terminate or otherwise modify the suspension (to include whether or not the student may temporarily return to school pending the hearing) and will notify the principal or designee and parents of his actions within five (5) days of receipt of the principal's report.
13. A suspended student will be readmitted to school after being suspended for ten (10) days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
14. Notwithstanding the policy concerning suspension and expulsion, students may be suspended with notice, hearing, and other rights provided herein have 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 and where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

When students are suspended they will **NOT** be allowed to make up missed work as per policy. Teachers will be notified of the suspension and the number of days.

EXPULSION PROCEDURE

An expulsion is defined as dismissing the student from school for a period of time that exceeds ten (10) days or for one year where the infraction involves a weapon.

1. The principal of the school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
2. If the superintendent concurs with the recommendation he/she shall schedule a hearing before the school board.
3. The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently for conduct if deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continues attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and/or faculty members.
4. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.
5. The superintendent or designee shall give written notice, mailed with ten (10) 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 (3) calendar days or more than seven (7) calendar days following the date of the notice except that the superintendent and the student's parent may agree in writing to a date not conforming to this limitation.
6. The notice also will state charges against the student in clear and concise terms and a brief statement concerning the nature of the testimony.
7. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
8. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
9. The student or representative may then present witnesses or statements by witnesses with personal knowledge of the events or circumstances relevant to the issues.

10. Normally, formal cross-examination will not be permitted.
11. During the course of the hearing if the board determines that the credibility of any of the witnesses is at issue, it will permit cross-examinations by the student, the superintendent, or their representatives of those witnesses whose credibility has become an issue.
12. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness has become an issue.
13. The student may observe all evidence offered against him/her.
14. Members of the board may question any witness.
15. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
16. If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as suspension, which may be with opportunity for make-up work. The board shall briefly state its findings in writing within ten (10) days after the hearing.
17. The board shall make record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
18. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.
19. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.
20. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.
21. Group Hearings for Suspension or Expulsion: 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:
 - A. A group hearing will not likely result in confusion, and
 - B. No student will have his/her interest substantially prejudiced by group hearing. If during the hearing, the president finds that the student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

Suspension of any student by the principal or designee and expulsion by the Board of Education will come after all other possible avenues have been tried and failed. It is not the intent of the principal, designee, superintendent, or board of education to deprive a student or interrupt his education by suspension or expulsion. However, we feel if a student continues to be a problem or disrupts the education of others without conforming to basic rules for all students, we will take whatever steps necessary to maintain a good educational atmosphere.

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES

Under the Individuals with Disabilities Education Act.

(IDEA), Public Law (PL) 94-142

Handicapped students are to follow all school rules and are subject to regular school disciplinary procedures as long as there is no denial of free appropriate public education (FAPE).

Special Education due process procedures will be utilized in the suspension and /or expulsion of handicapped students. **COMMENTARY: The Gun-Free Schools Act applies to student with disabilities. However, this Act must be implemented consistent with IDEA and Section 504 of the Rehabilitation Act of 1973.**

STUDENT DRUG AND ALCOHOL POLICY

In an effort to create a healthy environment for students, and in compliance with the provisions of Public Law 101-226, the Augusta School District prohibits the possession, use, or distribution of illegal drugs and/or alcohol by its students on school district property or as a part of any school activity.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, controlled substances or look-alike drugs during school hours, school activities, or on school district property constitutes conduct unbecoming a student and is prohibited.

A student shall not report to school after having used any prohibited drug.

Compliance with this regulation is a condition of being a student and any student in violation will be subject to disciplinary action, up to and including expulsion.

If the situation warrants, the superintendent shall communicate all available information promptly to proper law enforcement agencies and offer full cooperation of the Augusta School District in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems. The Augusta School District will not assume any expense incurred in counseling or attendance in a drug/alcohol program. However, a request for assistance by a student after violating this regulation will not affect the imposition of disciplinary action.

The school will not dispense medication unless it is a prescribed medication with parental note giving school permission.

EXTRA CURRICULAR PARTICIPATION IN RANDOM DRUG TESTING POLICY

Only for 7th – 12th grades

DEFINITIONS:

Drug: Any substance considered illegal by Arkansas Statute or which is controlled by the food and drug administration.

Extra-curricular Student: Any student participating in extracurricular activities sponsored by the school district that is not mandated by the State Dept. of Education.

Extra-curricular Activity: Any school sponsored event, competition, club, organization, sport, sporting event, driving to school; that is not mandated by the Arkansas Dept. of Education.

Policy Statement:

Augusta Public Schools is conducting a mandatory drug-testing program for all students in grades 7-12 participating in extra-curricular activities. Its purpose is three fold:

1. to provide for the health and safety of all students
2. to undermine peer pressure by providing a legitimate reason for students to refuse illegal drugs;
3. to encourage students who use drugs to participate in drug treatment programs.

Procedures for Participating Students:

Consent: Each student wishing to participate in any extra-curricular programs and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form provided. No student shall be allowed to participate in any extra-curricular programs absent such consent.

Student Selection: At the option of the district, all extra-curricular students may be drug tested at the beginning of any extra-curricular activity. In addition, random testing will be conducted weekly through out the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in extra-curricular activities in the district at the time of the drawing. The superintendent shall take all reasonable steps

to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating extra-curricular students are in the pool, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the selection process by at least two (2) adults.

Sample Collection:

Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on the day of his/her selection, test will be administered on the day the student returns to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students providing samples will be given the option of doing so alone in an individual stall with the door closed.

Prescription Medication:

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification within 24 hours if it is believed that the results of the test may be affected by the prescription. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

Scope of Tests:

The types of drugs that students will be screened for will be determined prior to the random selection of the students. Student samples will not be screened for the presence of any substance other than illegal drugs or for the existence of any physical condition other than drug intoxication.

Limited Access to Results:

Results of the drug screenings will be provided to the student's parent, student, superintendent, and high school principal.

Procedures in the Event of a Positive Result:

Whenever an extra-curricular student test result indicates the presence of illegal drugs ("positive test"), the following will occur:

1. The student will be asked to provide another sample as soon as possible. If the student refuses to provide another sample, or unduly delays in providing such sample, the test results of the first sample will be accepted as accurate.
2. If the second sample tests negative, the student will be notified and no further action will be taken.
3. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent, the student, the parent/guardian, and the high school principal.

First Positive Result:

1. Student will be suspended from extra-curricular activity until student is able to pass drug screening. The school will re-test after 20 days. If student passes this screening, then student will be allowed to return to extra-curricular activities. Students may request and pay for a drug screening prior to the 20 days.
2. Any student who tests positive will be screened weekly for the remainder of the extra-curricular activity. At that time, if student does not test positive, then the student will be returned to the random pool.

Second Positive Result:

1. For the second positive result in any two consecutive calendar years, the extra- curricular student will be suspended from participation in all extra-curricular activities for 90 school days from the time of the second positive test.
2. Student will be referred to drug counseling.
3. Student will be tested weekly for the entire time of the suspension.

Third Positive Result:

1. For the third positive result in any two consecutive calendar years, the extra- curricular student **will** be suspended from all extra-curricular activities for 180 school days from the time of the third positive result.

Non-Punitive Nature of Policy:

No extra-curricular student shall be penalized academically for testing positive for illegal drugs. The results of drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit in the event of service any such subpoena or legal process, the student and the students parent or legal guardian will be notified at least 72 hours before response is made by the district.

What Constitutes a Substance Use Violation?

1. Any district administrator or staff personally observes a substance violation
2. A police report to the school district outlining a substance violation
3. A personal confession by a student of substance abuse
4. A violation reported by a parent/guardian of a student
5. A positive urinalysis
6. A refusal to take either a urine screening test or lab urine test
7. The possession or selling of any illegal substance
8. All information given to the administration by a student shall be investigated and may form a basis for probable cause. No substance abuse violation will be based on hearsay evidence alone.

DRESS CODE

Dress and appearance must not present health and safety hazards or cause disruption of the educational process. The following is a guideline for student appearance and dress, but the final decision will be at the discretion of the principal or principal's designee.

- A. No shirts, blouses, tops, dresses, etc. without sleeves. Split sleeves should have 3 inches of solid material where the split starts to the collar.
- B. No apparel that exposes bare midriff in any position.
- C. Hats, caps, or any head covering including hoods, except for approved spirit days or as part of a uniform, are not to be worn inside the building.
- D. No see-through blouses and/or skirts. The garment worn underneath a see-through top must not be excessively revealing.
- E. T-shirts or other clothing should not have obscene or suggestive pictures, emblems, insignias, badges, or other symbols which distract students, promote disruptive conduct, show disrespect for the beliefs of others, display violence or violent acts, or are deemed contrary to the educational mission of the school. Shirts or apparel advertising drugs, tobacco products, or alcoholic beverages. Belts, wallet chains, purse, etc. with inappropriate writing, pictures, symbols including clothing with writing in inappropriate places such as across the buttocks.
- F. Pajamas (top or bottom) or sleeping apparel of any sort including house shoes are not permitted.
- G. All pants, jeans, shorts must be in good, clean repair; they cannot have holes above the knees. No cut-offs are allowed. Clothing that reveals the undergarment (underwear or thong) may not show. Biking pants or shorts will not be permitted.
- H. No apparel that fits too tightly. Leggings, yoga pants, etc. must have a top apparel which reaches to the fingertips when hands are held down to side.
- I. No gang affiliated apparel. No bandanas can be worn on campus or any school function.
- J. The office must approve face painting, drawings, or writings on the body. Writing on body or clothing is unacceptable.
- K. No apparel that allows excessive exposure at the neck, chest, back, sides, or that exposes undergarments is unacceptable.
- L. The length of skirts, dresses, and shorts must be no shorter than 2 inches above the knee. Skirts and dresses worn with leggings must be no shorter than 2 inches above the knee.
- M. No rolling backpacks will be allowed.

Act 835 of 2011 Prohibits students from wearing clothing that exposes underwear, buttocks, or breasts of a females while on the grounds during regular school day and at school-sponsored activities and events. This will not apply to costumes or uniforms in a school-sponsored activity or event.

Again, the final decision of any wearing apparel will be at the discretion of the principal, assistant principal, or dean of students. Failure to adhere to the provisions of the dress code will result in the following penalties:

- Students cannot attend class and will be counted absent from class until provisions are made to attain proper clothing. Students will receive a warning and be placed in ISS for the day until clothes are changed.
- Repeated violations of the dress code will be dealt with at the discretion of the principal, assistant principal, or dean of students.

TRANSPORTATION, BUS RULES AND REGULATIONS

1. The buses are to be used in transportation of pupils to and from school.
2. The buses may be used in transportation of pupils on educational trips. They are specifically not to be used for pleasure trips for any group or organization.
3. It is the belief of the Augusta School District that proper conduct by the students is essential if buses are to operate safely and that only well-behaved students should be allowed to ride the buses. Students will not be permitted to ride on the buses, if they willfully or through negligence cause damage to the bus, or if their behavior is such that it causes pain or embarrassment to the driver or other students or in any way interferes with the safety or well-being of anyone riding a school bus.
4. Therefore, in the interest of maximum safety, the following regulations will apply to all students riding the bus:
 - Students going to and from the bus stop should walk on the left side of the highway, on the shoulder; and when a car approaches them at a high speed or in a reckless manner, they should move several feet from the road
 - Students, while riding a bus, may not have in their possession any weapons, explosives, fireworks, knives, sharp-pointed articles, peashooters, or any other article, which might cause pain or damage to the other students. No pets or other live animals.
 - Be at the bus stop at the scheduled time. Drivers will not wait for students who are not on time. Stand back at least ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road.
 - While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
 - Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus (which includes keeping your hands to yourselves; attending to your own matters; leaving other pupils alone; and being reasonably quiet).
 - Students are not to tamper with any safety devices such as door latches, fire extinguishers, etc.
 - Pupils must remain seated while the bus is in motion and must not even move while it is stopped except as the driver directs.
 - Pupils are not to put their hands, arms, heads, or bodies out of the window.
 - Do not yell at anyone outside the bus.

Consequences for violations of these rules are as follows:

Minimum Penalty – verbal or written reprimand

Maximum Penalty – indefinite suspension of bus privilege

SCHOOL TRIPS

All students are expected to ride the bus to and from an event sponsored by the school (example: football games, basketball games, band trips). No student will be allowed to return from a school-sponsored trip in a car of a boyfriend, girlfriend, etc. Parents of a student who personally go and see the person in charge of such a group may receive permission to bring their children home with them.

VISITORS

A visitor is anyone who is not a properly enrolled, full or part-time student of the Augusta School District or a school employee. Parents are considered visitors. ***All visitors to the school must check through the principal's office.***

We do not allow students from other schools to visit. Parents are welcome, but we feel that other students should be in their own school and not in ours as a visitor. No children are to be brought to school by students. This applies to pep assemblies, also.

IMPORTANCE OF GOOD ATTENDANCE

The attendance record of every student enrolled becomes an important part of the high school records. Irregular attendance will lower a student's grades regardless of their ability. The most common cause of failure of pupils is poor attendance. Absence from school is a loss not only to the student, but the teacher, the school and the community. There is no such thing as making up school work missed because the heart of the class work is in the discussion and exchange of ideas by the group and this cannot be reconstructed. Making outlines, answering questions, working problems, etc., over the material missed helps to alleviate the loss but certainly does not take the place of being present and taking part in class.

The Augusta School District does NOT recognize or sanction an official or unofficial "Skip-Day".

ATTENDANCE POLICY

Tardiness

Being prompt to class is one of the essential elements in having each day begin smoothly for your child and his/her class. A child is considered tardy when he/she is not in the classroom when the bell rings. Habitual tardiness is disruptive to the education of the child. Perhaps more important is the fact that it disrupts the flow of the classroom when a child is late, requiring the teacher to take time away from the class in order to get the tardy student on task with the other children. Three (3) tardies to class will equal one (1) absence. Failure to have the student at school on time will result in a conference with the principal or designee and disciplinary action.

Attendance

The Augusta School District supports the philosophy that the instructional and learning environment is the responsibility of the school and faculty. Attendance is the responsibility of the parents and the students. State law requires students to be in attendance a minimum number of days as decided upon by each school district. A child in the Augusta School District must attend a minimum of 158 days to be considered for promotion to the next grade level. Extensions to the attendance requirement will be granted for extenuating circumstances as decided upon by the administration. Example: an extended illness that can be documented. Absences are counted "excused" or "unexcused." Parent note, doctor note, or official school business are counted as excused absences and will be allowed to make up missed work. Unexcused absences are not allowed to make up missed work. Both excused and unexcused absences count as the total days absent for the year. Any absence that is not considered excused will be counted as an unexcused absence.

When a student has accumulated five (5) days excused and unexcused, parents will be notified in writing. They will again be notified at eight (8) days of excused and unexcused absences. When a student has accumulated a total to ten (10) unexcused and excused absences in a semester, the school will notify the prosecuting authority for appropriate action. (Arkansas Law: Act 473 of 1989 and 876 of 1991).

A student who misses more than 15 excused and unexcused days in a year will be required to attend summer school. Failure to attend summer school will result in retention. A student who misses more than 20 excused

and unexcused days in a year will be retained in their present grade. This will be at the discretion of the administration.

Due to increasing educational demands, new skills are being introduced every day, it is of the utmost importance that student attend every day possible in order to obtain the knowledge necessary to be successful. When the student returns to school after being absent, he/she should provide, to the office, a note from the parent/guardian explaining the reason for the absence. If not provided within 48 hours of the absence, the absence will remain unexcused. Parents may write no more than six (6) notes per semester to excuse absences. Any student who misses over three (3) days due to illness should have a doctor excuse.

Make up Work

Students will be allowed one make-up day per absence to get missed daily work or prepare for tests. For example, if a student misses two (2) days, they will have two (2) days after returning to school to complete make up work.

Students will be able to make up work missed due to absences for the following reasons:

1. Personal Illness
2. Official School Sponsored activity
3. Required Court Appearance
4. Professional appointments that cannot be scheduled outside the regular school day
5. Serious illness in the immediate family
6. Death in the immediate family
7. Extenuating circumstances as determined by the school.

STUDENT TRANSFER

The Augusta School District shall not enroll students from other district who are currently under suspension or expulsion until the school board has held a hearing.

The State Board of Education Standards of Accredited by the Dept. of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Standard 12.05.02 states that any student transferring from home school or a school that is not accredited by the Dept. of Education to a district shall be evaluated by District staff to determine the student's appropriate grade placement.

Act 838 or 1991 mandates that no child shall be admitted to any public school without an office copy of that child's birth certificate and that child's social security number or an assigned none-digit number.

Act 574 of 1995 requires parents to indicate on school registration forms whether a child has been expelled from school in any other school district or is a party to an expulsion proceeding.

Act 609 of 1989 mandates that no non-resident pupil will be admitted to the school.

Act 663 of 1999 states that any person who knowingly gives false residential address for the purpose of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500.00).

Act 482 of 1997 – Section 1. The superintendent of a school district, or the superintendent's designee, accepting the transfer of a student from another district in the state shall make proper inquiry of the parent/guardian of the student to determine whether the student has proper contacts or other legal right to be enrolled as a student in that district.

The superintendent of the school district, or the superintendent's designee, shall promptly verify to the district from which the student transferred that the student has been approved for enrollment in the district after a determination that the child has a legal right to attend in the district.

A school district from which the student transferred has the right to appeal the transfer of the student to the Dept. of Education. The school district to which the student transferred and the parent/guardian of the student shall have the burden to prove the transfer was proper.

ENTRANCE REQUIREMENTS

To enroll in the Augusta School District, the child must be a resident of the District as defined in District policy. Students may enter kindergarten if they will attain the age of five (5) on or before August 1st of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any child age five (5) through seventeen (17) on or before August 1st of that year shall enroll in and attend public, private, parochial, or home school as mandated by state law.

Any child who will be six (6) year of age on or before August 1st 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; otherwise the child shall be placed in kindergarten.

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) year during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year Transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement. 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 Dept. of Education
2. The parent, guardian or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - i A birth certificate
 - ii A statement by the local registrar or a county recorder certifying the child's date of birth.
 - iii An attested baptismal certificate
 - iv A passport
 - v An affidavit of the date and place of birth by the child's parent or guardian
 - vi United States military identification
 - vii Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by a certificate of a licensed physician or a public health department acknowledging the immunization.

Legal Reference: A.C.A. 6-18-201

The public schools of any school district in this State shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years who parents or legal guardian are domiciled in the district and to all persons between those ages who have been legally transferred to the district for education purposes

INTERROGATION AND SEARCHES

School officials may search a student or a student's property with reasonable suspicion, or with the student's free and voluntary consent. Vehicles on school property are also subject to search.

Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned locker that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Searches of a student's outer clothing and pockets may be conducted if reasonable suspicion exists. Highly intrusive invasion of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband. The following guidelines shall be followed:

1. An adult witness will be present when a personal search is conducted.
2. Students should be asked for their consent prior to a personal search. A search warrant would be obtained if the student objects to a personal search, unless there is a reasonable suspicion to believe that a dangerous weapon such as knife is being concealed.
3. A school official of the same sex and with an adult witness present should do a "pat down" search of a student's person.
4. The school district may elect to use a metal detector at the schools.

For police questioning of a student in school, the following guidelines shall apply:

1. Before the principal permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student while at school. The questioning officer's name and title shall be obtained and recorded by District officials.
2. The principal shall make reasonable efforts to contact the student's parents.
3. Law enforcement officers shall not question a student at school unless the principal or designee is present. If the interviewer raises, what the principal considers valid objections to a third party's presence, the interview shall be conducted with that person's presence.
4. "Sniffing" by trained dogs in public hallways or autos in public lots are not a search. (The Fourth (4th) Amendment requirements do not apply.)
5. "Sniffing" of a student's person is a search and the legality of such sniffing can only be defended if there is reasonable suspicion that the search will produce evidence that the student has violated the law or school rules.

PATRIOTIC AND RELIGIOUS EXERCISE

Students have the right to participate in or abstain from such exercises as the flag salute, oaths, or pledges, anthems, and religious observances.

Students have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and students have the responsibility to express to administrators, for appropriate action, their religious or ethical objections to participation in selected features or clan activities.

NOTICE OF PRIVACY RIGHTS: STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

20 U.S.C. § 1232g; 34 CFR Part 99

This notice informs parents and eligible students (those under age 18) of their rights concerning educational records maintained by the Augusta School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure and provisions to file a complaint with the Dept. of Education. These rights are explained in the Family Education Rights and Privacy Act of 1974 as amended

(PL 93-380) and the School Laws of Arkansas 1975 (1232g). This Act 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”. Act 345-1997 – Any non-custodial parent who has been awarded visitation rights by the courts with respect to a child shall, upon request, be provided a copy of the current scholastic records of such child (means any person under the age of eighteen (18) years) by the school district or college attended by the child.

The law and regulations require school systems such as Augusta to:

1. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.
2. Provide parents and eligible students the opportunity to inspect and challenge the contents of the record when they believe it contains information that is inaccurate, misleading or an invasion of the student’s right to privacy. This does not apply to academic grades.
3. Limit disclosure of information from the student’s record to those who have written consent of the parent or eligible students, or to officials specifically permitted under the law (such as Augusta School District officials); to those of other school in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state, and federal officials. Parents and eligible students may file a complaint with the Dept. of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels with the Augusta School District have not proven satisfactory. Complaints should be addressed to:

Family Education Rights
Switzer Building, Room 4511
Washington, DC 20202

REASONABLE FORCE

Any district employee may, within the scope of the employee’s duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measure.
5. Restrain an irrational student.

TITLE IX

In June 1972, Congress passed Title IX of the Education Amendments, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance. . .”.

Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.

There should be a person designated as the grievance office of Title IX. For the Augusta School District, the grievance officer for Title IX is the superintendent.

TITLE VI (RACE); TITLE IX (SEX); SECTION 504 (HANDICAP)

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; Augusta 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 the 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 Title VI (race); Title IX (Sex); or Section 504 (Handicap) is directed to contact the superintendent.

CROWD CONTROL AT EXTRA-CURRICULAR ACTIVITIES

In considering the enormous liability that we burden during extra-curricular activities the following rules will be enforced during all extra-curricular activities:

1. All elementary students (pre-school through 6th grade) must be accompanied by an adult (a person that is out of high school). Exception is if a student is a parent.
2. Teacher will discuss proper behavior at these events with the students.
3. Students are to refrain from running in the bleachers, congregating under the bleachers, or in front of the concession stand.
4. If an administrator reprimands a student, they will be sent to their parents or person in charge of them.
5. This is a school-sponsored activity and all rules and regulations in accordance to adopted school board policies are enforced.
6. All of our students are encouraged to support our school during all extra-curricular events, such as FHA, band, FBLA, etc.
7. If for some reason an elementary student comes to the game and is not accompanied by a parent or other adult, the student will not be admitted.

TEXTBOOKS

The district provides textbooks and the student is responsible for the proper care of these books as well as library books. Abused, damaged or lost books must be paid for before any grade or record will be released.

BULLYING

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

Definitions:

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

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

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

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

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

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

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

Examples of “Bullying” might include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic comments or “compliments” about another student’s personal appearance;
- Pointed comments or questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings;
- Threats of harm to student(s), possessions, or others;
- Sexual harassment is also a form of bullying (see Sexual Harassment Policy); and or
- Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. The student's previous disciplinary offenses will be considered in determining the appropriate disciplinary action; consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the district's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

Violation Consequences: Minimum - Student Conference; Maximum – Expulsion

REQUIRED PERIOD OF SILENCE Act 576 of 2013

Public schools shall observe a one (1) minute period of silence at the beginning of each day. Students may reflect, pray, or engage in a silent activity. Teachers or school employees in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

IN CONCLUSION;

THE WILLFUL VIOLATION OF THE ORDINARY RULES OF PROPRIETY THAT GOVERN GOOD SOCIETY WILL BE TREATED AS A VIOLATION OF A WRITTEN RULE.

TELEPHONES

The office phone is a business phone. Parents should not call the school to send messages to students unless it is an emergency. Long distance will be considered an emergency. No student is allowed to leave class to answer the phone. Notices will be handed to students between classes.

LUNCH IN CAFETERIA

Well-balanced meals are served each day to those students who wish to eat in the school cafeteria. All students are encouraged to eat there. It is convenient and clean; the food is well prepared. All food is to be eaten in the cafeteria (ruling by the Health Dept.)

Parents are encouraged to visit our lunchroom and eat with us. Evaluations and suggestions by parents are encouraged as we try to serve our students well in all instances.

Students are expected to conduct themselves in an appropriate manner while using the cafeteria. The lunch line is formed outside the main door of the lunchroom. There should be no breaking line, pushing, or horseplay while using the cafeteria. Each person eating in the cafeteria shares the responsibility for helping keep it clean. After eating their lunch, students should remove their plate and clean up any spills or mess that may have been made. No student is allowed to bring sodas into the cafeteria during lunch.

DELIVERIES

The Augusta School District and its employees are not responsible for the condition of or the loss of deliveries. This is to include deliveries from businesses as well as private individuals.

All items must be properly tagged with the name of the person to whom it is to be delivered. The school does not have tags for this purpose.

To insure items are properly delivered and in the best condition, it is strongly recommended that deliveries not be brought to the school.

AUGUSTA SCHOOL DISTRICT WELLNESS POLICY

NUTRITION EDUCATION

The Augusta School District will promote grade- appropriate nutrition education as part of a broad based integrated health education program that is aligned with the Arkansas Physical Education and Health Education Framework. The Child Nutrition Unit of the Department of Education shall review nutrition standards prior to implementation. Examples of integration into the curriculum include comprehensive health education courses and Workforce Education courses, which are taught within Family and Consumer Sciences, such as Nutrition and Wellness and/or Foods and Nutrition.

Implementation of grade-appropriate nutrition education through a comprehensive education program will be included in the school improvement process.

No food or beverage shall be used as rewards for academic, classroom or sport performances and/or activities.

All school cafeterias and dining areas will reflect healthy nutrition environments.

All students will have access to school meals. No policies, class schedules, bus schedules or other barriers will directly or indirectly restrict meal access.

Drinking water via water fountains or other service receptacle will be available without charge to all students on campus according to Arkansas Health Department standards.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY STANDARDS

Augusta School District will establish strategies to achieve thirty (30) minutes of physical activity each day in grades K-12 and will have begun implementation of those strategies before the end of the 2005-2006 school year.

Beginning in the school year 2006-2007, physical education classes in grades kindergarten through six (K-6) will have a maximum student to adult ratio of 30:1. At least one of the adults supervising as referenced in this section must be a certified or qualified physical education teacher with the responsibility for instruction. Classified personnel may assist in fulfilling this requirement.

Beginning in the school year 2005-06, at a minimum, Augusta School District will work with the local School Nutrition and Physical Activity Advisory Committee to

Encourage participation in extracurricular programs that support physical activity, e.g., as walk-to-school programs, biking clubs, after-school walking etc.

Encourage the implementation of developmentally appropriate Physical activity in after-school childcare programs for participating children;

Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and Encourage the development of and participation in family-oriented community-based physical activity programs.

Incorporate into the school ACSIP the strategies to be employed to achieve the activities required in Section 9.01.

NOTE: Physical Activity Standard Regulations span an implementation timeframe from 2005-2012. This Wellness Reporting Form reflects the current (2005-06) and next school year's (2006-07) standards. Districts can adjust the District Wellness Policy to include future stages of implementation to keep the Wellness Policy current.

GENERAL REQUIREMENTS FOR FOOD AND BEVERAGES IN PUBLIC SCHOOLS

Access to Foods and Beverages in Public Schools

Elementary students will not have access to vended food and beverages anytime, anywhere on school premises during the declared school day. Effective July 1, 2005, during the declared school day, an elementary school site may not serve, provide access to, through direct or indirect sales, or use as a reward, any FMNV (foods of minimal nutritional value) or competitive food. This includes FMNV and competitive foods given, sold, or provided by school administrators, or staff (principals, coaches, teachers, club sponsors, etc.) students or student groups, parents or parent groups, or any other person, company or organization associated with the school site.

In elementary schools, the Child Nutrition Program may only sell food items in the cafeteria, during meal periods that are already offered as a component of a reimbursable meal during the school year, including extra milk, fresh fruits, vegetables, and/or an extra meal meeting the same

requirements of the reimbursable meal. School food service departments shall not sell or give extra servings of desserts, French fries and/or ice cream.

In middle, junior high, and high schools, the Child Nutrition Program may only sell food items in the cafeteria, during meal periods that are already offered as a component of a reimbursable meal during the school year, including extra milk, fresh fruits, vegetables, unsweetened unflavored water, and/or other food/beverage items that meet standards of maximum portion size and/or an extra meal meeting the same requirements of the reimbursable meal.

Exceptions to Limiting Access to Foods and Beverages in All Schools

Parents Rights - This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school.

School Nurses - This policy does not apply to school nurses using FMNVs or candy during the course of providing health care to individual students.

Special Needs Students – This policy does not apply to special needs students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need).

School Events - Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.

Snacks During the Declared School Day – Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snack for kindergarten students who eat early lunch. Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns.

Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

NUTRITION STANDARDS FOR FOODS AND BEVERAGES

As of July 1, 2005, the Arkansas Child Health Advisory Committee nutrition standards will apply to all foods and beverages served, sold, or made available to students on elementary, middle, junior high and high school campuses (except the reimbursable school meals, which are governed by United States Department of Agriculture (USDA) federal regulations).

ALLOWABLE FOODS/BEVERAGES WITH MAXIMUM PORTION SIZE (MPS) RESTRICTIONS:

ELEMENTARY SCHOOL – The "Allowable Foods/Beverages with Maximum Portion Size Restrictions Chart" **DOES NOT APPLY TO ELEMENTARY** schools. According to Act 1220 of 2003 and the Section 5.0 of the Rule, elementary school students will not have access to vended food and beverages anytime, anywhere on school premises during the declared school day.

MIDDLE, JUNIOR HIGH and HIGH SCHOOLS ONLY

A list of the maximum portion size restrictions and nutrition standards will be provided to school districts. This list, effective July 1, 2005, will apply to all foods and beverages served, sold, or made available to students during the declared school day at any school site with the exception of reimbursable school meals which have nutrition standards governed by the United States Department of Agriculture (USDA) federal law and regulations.

Prior to each school year, on or before April 1, the updated list of maximum portion sizes and nutrition standards for foods and beverages will be developed by the Arkansas Child Health Advisory Committee and distributed by the Arkansas Department of Education (ADE) via ADE Director's Memo Communication.

Portion Standard Implementation, Commissioner's Memo #FIN-06-016 was effective 2005-06, see segments below.

All FMNV or competitive food beverages sold to students will be restricted to no more than 12 ounces per vended container. The only exception for a larger portion size will be unsweetened unflavored water.

A choice of two (2) fruits and/or 100% fruit juices must be offered for sale at the same time and place whenever competitive foods are sold. Fruits should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.

At the point of choice, at least 50% of beverage selections in vending machines, school stores and other sales venues shall be 100% fruit juice, low-fat or fat-free milk, and unflavored unsweetened water.

At middle school and high school levels, local leaders are encouraged to implement vending policies that encourage healthy eating by students.

Beginning August 8, 2005 any modification or revisions of vending contracts in existence prior to August 8, 2005, must be in full compliance with all sections of the Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools as approved by the State Board of Education.

Nothing in these rules shall be construed to prohibit or limit the sale or distribution of any food or beverage item through fund raisers by students, teachers, or other groups when the items are sold off the school campus.

Guidelines for reimbursable school meals

In an effort to reduce the fat content of foods offered to students, and increase the consumption of fruits and vegetables, USDA reimbursable meals and all a la' carte food items will meet the following requirements**:

1. All food items sold or offered to students can contain no more than twenty-three (23) grams of fat per serving.
2. 1% or fat-free milk will be offered within the variety of milk offered at all points of service. Flavored milks may contain no more than thirty (30) grams total sugar per eight (8) ounce serving.
3. Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables will be fresh whenever possible. Frozen and canned fruits will be packed in natural juice, water or light syrup.
4. When possible, school food service will procure flash fried foods that can be oven baked instead of deep fat fried or pan-fried.
5. Portion restrictions for French fries:
 - ELEMENTARY*** – French fries/fried potato products will be offered to elementary students NO MORE THAN ONCE PER WEEK. French fry (deep fat fried) serving size can be no more than three-fourths (3/4) cup by volume per serving.
 - MIDDLE AND JUNIOR HIGH***– French fries/fried potato products (deep fat fried) will be offered to middle and junior high school students in a serving size NO LARGER THAN one (1) cup by volume.
 - HIGH SCHOOL***– French fries/fried potato products (deep fat fried) will be offered to senior high students in a serving size NO LARGER THAN one and one-half (1 ½) cups by volume.
6. Middle, junior high and high schools shall limit the number of fried foods at each meal service to only one item out of every six (6) food items offered. Each food item cannot exceed the maximum portion size or exceed 23 grams of fat per serving. Food items will include any combination of foods served as a single food item.
 - **EXAMPLE # 1:** If only ten food items are offered on the reimbursable menu, then only one food item can be a fried food.
 - **EXAMPLE # 2:** If twelve food items are offered on the reimbursable menu, then two can be fried food items.

* NUTRITION STANDARDS apply during the declared school day to all food served to students, regardless of venue.

A plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's local wellness policy;

Beginning with the 2005 school year, at a minimum, the School Nutrition and Physical Activity Advisory Committee will:

Annually, assess each school campus, using the School Health Index for Physical Activity, Healthy Eating and a Tobacco- Free Lifestyle using the following modules:

- #1 - School Health Policies and Environment,
- #2 - Health Education,
- #3 - Physical Education and other Physical Activity Programs,
- #4 - Nutrition Services, and
- #8 - Family and Community Involvement Assessment;

Compare the physical education and health education assessment from the *School Health Index* to the standards defined by the Arkansas Department of Education Physical Education and Health Curriculum Framework;

Wellness Policy Measurement and Evaluation - Excerpt from Act 1220:

Require that goals and objective for nutrition and physical activity be incorporated into the annual school planning and reporting process.

The Department of Education and the Department of Health shall report annually on progress in implementing nutrition and physical education standards to the co-chairs of the House and Senate Interim Committees on Public Health, Welfare, and Labor.

The Arkansas Consolidated School Improvement Planning (ACSIP) Wellness Priority will fulfill the federal requirement for measurement and evaluation.

District Status of Wellness Priority:

In Process

_____ Submitted to ADE for Approval

_____ Approved; Date _____

4.3.3 Compile the results of the School Health Index and provide a copy to the school principal to be included in the individual school improvement plan (ACSIP);

Provide the annual completed School Health Index assessment results and the physical activity standards comparison to the school principal to be included in the school improvement plan (ACSIP) and to the local school board;

Community involvement, including parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of the school wellness policy.

Members required by Act 1220 of 2003

Parent: Virginia Browning
Student: Blake Lessneberry
School Food Authority: Carla Williams
School Board: Charlotte Hitt
School Administration: Cathey Tanner
Community Member: Leslie Collins
Teacher Organization: Chad Floyd
Professional Groups (such as nurse): Debi Martin

Members required by Section 4 of PL 108-265, June 30, 2004

Parent: Maria Hinojosa
Student:
School Food Authority:
School Board:
School Administration: Lisa Martin
Other: Donna Wedgworth

Other: Sherry Smith

SCHOOL NUTRITION AND PHYSICAL ACTIVITY ADVISORY COMMITTEE

Committee Responsibilities:

The committee will assist in the development of local policies that address issues and goals, including, but not limited to the following

Assist with the implementation of nutrition and physical activity standards developed by the committee with the approval of the Arkansas Department of Education and the State Board of Health;

Integrate nutrition and physical activity in the overall curriculum;

Ensure that professional development for staff includes nutrition and physical activity issues;

Ensure that students receive nutrition education and engage in healthy levels of vigorous physical activity;

Improve the quality of physical education curricula and increasing training of physical education teachers;

Enforce existing physical education requirements; and

Pursue vending contracts that both encourage healthy eating by students and reduce school dependence on profits from the sale of foods of minimal nutritional value.

The School Nutrition and Physical Activity Advisory Committee shall be structured in a way as to ensure age-appropriate recommendations that are correlated to the current grade configuration of the school district utilizing one of the following options:

Establish a School Nutrition and Physical Activity Advisory Committee at each school in addition to the district committee;

Establish subcommittees of the District Committee, representing the appropriate age and grade configuration for that school district; and

Include representatives from each appropriate grade level group (elementary, middle, junior and senior high) on the membership of the district committee;

Committee Responsibilities:

Assist the schools in implementing the Arkansas Child Health Advisory Committee recommendations for all foods and beverages sold or served anywhere on the school campus, including all foods and beverages other than those offered as part of reimbursable meals, including a la carte, vending machines, snack bars, fund raisers, school stores, class parties, and other venues that compete with healthy school meals;

Maintain and update annually a written list of recommended locally available, healthier options for food and beverages available for sale to students;

Encourage the use of non-food alternatives for fund-raisers;

Review and make written recommendations to the local school board regarding the components to be included in food and beverage vending contracts; and

Report as part of the annual report to parents and the community the amount of funds received and expenditures made from competitive food and beverage contracts.

Act 2285 2005 – AN ACT TO PROVIDE STATEWIDE STANDARDS FOR SCHOOL LUNCH PROGRAMS; AND FOR OTHER PURPOSES

6-20-709. School lunch menus.

(a) In addition to following the dietary guidelines of the National School Lunch Program, each school district shall provide to the school district's school nutrition and physical activity advisory committee:

- Information on the requirements and standards of the National School Lunch Program; and
- Menus for the National School Lunch Program and other food sold in the school cafeteria on a *quarterly basis*. (b) The school nutrition and physical activity advisory committee shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria.

(c) The Child Health Advisory Committee, the Child Nutrition Unit of the Dept. of Education, and the Dept. of Health shall provide technical assistance as necessary

**AUGUSTA SCHOOL DISTRICT
PARENT-STUDENT
STATEMENT OF RESPONSIBILITY**

Student Name

Your son/daughter has been provided with a student handbook which includes basic policies and penalties as they relate to the expected code of conduct of all students which includes a copy of our revised assertive discipline policy.

Act 104 of 1983, School Laws of Arkansas, Section 1, item D., requires that all school districts must document the parent/guardian and student's receipt of such policies. We are therefore compelled to require that each parent/guardian and student sign the form below acknowledging that they have received this information. We must further ask that this form be returned to the office of the principal by August 29, 2016.

We have received the Augusta School District Parent/Student Handbook for Augusta Elementary and although we may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at school sponsored activities, and we are aware of the penalties should he/she not conform as it relates to the code of conduct for all students.

Student's Signature

Parent/Guardian's Signature

Date

Parent/Legal Guardian Media Recording Release for Students

I, _____, Parent/Legal Guardian of _____ (student's name), hereby grant permission to the Arkansas Department of Education (ADE) to use the above-named student's photo, video, and likeness for promotional purposes by the ADE in all manners, including, but not limited to: news releases, photographs, video, audio, website, and other electronic or printed published media. I agree that these images and/or voice recordings may be used for a variety of purposes without further notifying me. I understand the ADE shall not use any of the student's personally identifying information, except for the student's first name, the school that he/she attends, and the student's grade, without first obtaining my express permission. The ADE has my permission for this use until I submit written revocation of my permission to the ADE Communications Office at Four Capital Mall, Room 404-A, Little Rock, AR 72201, ADE.Communications@Arkansas.gov, or you may call 501-682-2155. I understand the ADE does not have control over a third party who retrieves my student's information published by the ADE and uses it without my permission. I agree to hold the ADE harmless for such misuse of my student's information.

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Photo Release Form

We would like to be able to use our students' photos to do the following:

- Inform parents and students of upcoming events and interesting things going on
- Post photos of student work, activities in the classroom, student accomplishments
- Share with you what is going on at the school, so that you can be a part of it☺!!

Photos would be possibly used in the following formats: School Facebook page, the newspaper, school newsletters, and the school web page.

We would love for you to like our Facebook page and follow it. If your child has Facebook account, we would encourage them to join as well. The name of our page is:

Augusta Schools

If you have trouble finding and joining please call Mrs. Hite at 870-347-2432 or email her at hhite@augustasd.org.

Please sign and return the slip below if you are willing to allow us to use your child's photo and accomplishments.

I, _____, give Augusta Schools permission to take pictures and use them and other information about my child, _____, on the school Facebook page, school newsletters, articles in the newspaper, and on the school website. I understand that I can notify the school at any time and revoke my permission.



Augusta Public Schools

Central Office
High School
Elementary School

Phone: (870) 347-2241 Fax: (870) 347-5423
Phone: (870) 347-2515 Fax: (870) 347-8113
Phone: (870) 347-2432 Fax: (870) 347-1036



#10 Red Devil Drive
Augusta, Arkansas 72006

Cathy Tanner
Superintendent

Lisa Martin
K-12 Principal

Augusta Public Schools Title 1 Compact

School Responsibilities

- I will provide opportunities to discuss student achievement (P/T conferences twice a year).
- I will provide updated grades and progress (HAC, grades sent home every 4 ½ weeks).
- I will establish rules and routines and follow them consistently.

Principal Signature _____

Teacher Responsibilities

- I will provide a classroom environment that is conducive to learning.
- I will provide a classroom environment that respects all.
- I will provide opportunities for parent/guardian's feedback.
- I will have classroom rules and routines that are established and followed.

Teacher Signature _____

Parent/Guardian Responsibilities

- I will monitor my child's attendance and grades.
- I will make sure my child's homework is completed.
- I will encourage my child to read for pleasure nightly.

Parent/Guardian Signature _____

Student Responsibilities

- I will read nightly.
- I will complete class and homework.
- I will show respect for all others.
- I will follow all school rules.

Student Signature _____

STUDENT INTERNET USE AGREEMENT

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

The Augusta School District agrees to allow the student identified above 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 technology device:

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 technology 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 and state laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. Making unauthorized copies of computer software;
 - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. Posting anonymous messages on the system;
 - h. Using encryption software or adding extension;
 - 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. 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; or

- y. Taking part in any activity related to Internet use, which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of 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, the student waives any right to privacy. 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. Consequently, 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 _____

Consent for Checking out Students

I, _____, give my permission for the following people to check my child, _____, out of school. I understand that by listing these people they may come to the school and check out my child. If they are not listed below, they may NOT check out the student above. I understand that no phone calls will be accepted for checking out students. I also understand that if I need to amend this list, I must come to the school and complete a new form.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Parent/Guardian Signature

Date

