

# Charleston Elementary School

## CES Mission Statement

We will foster a learning environment with love, encouragement and inspiration.

Superintendent: Jeff Stubblefield  
Principal: Kim Loughridge

## STAFF

**Pre-k FIRST STEP:** Ashley Sewell

**Kindergarten:** Terri Dooly, Sharon Roberts, Marcella Shelby

**Kindergarten / First Grade Split:** Rachel Stewart

**First Grade:** Constance Martin, Michele Milam, Amy Womack

**Second Grade:** Misty Gage, Carolyn Law, Jared Smith

**Third Grade:** Betty Eckart, Stacy Mitchum, Dawnette Sparks

**Fourth Grade:** Belinda Brown, Sharon Sharpe, Ashley West

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**Librarian:** Shari Armstrong

**Special Education:** Susan Abbott

**Speech:** Tom Abbott

**Gifted/Talented:** Jessica Holt

**Art:** Michele Flynn

**Music:** Jeanne Wells

**Title-1 Reading:** Terry Crowley

**Counselor:** Karren Efurd

**P.E.:** Jay Crowley

**Special Education:** Macy Moore

**Secretary:** Debbie Rainwater

**Nurse:** Dusty Smith

**Computer Aide:** Gail Miesner

**Pre-K Aide:** Misty McKenzie

**Housekeeper:** Vonda Hudson

**Cooks:** Katie Robertson, Nancy Whittenburg, Hope McKamie, Delia Arroya, Wilma Byrd

**Handbook Committee for 2012-13 school year:** Kim Loughridge-Principal, Karren Efurd-Counselor, Michele Milam-Teacher, Terri Dooly-Teacher, Karen Skeets-Parent, Alison Oldridge-Parent

## **Student Creed**

I am a responsible Charleston Elementary student with high expectations. I accept the challenge to do my best today and every day. I know that if my dreams are to be, it's up to me.

## **Teacher Creed**

I am a teacher. I accept the challenge to teach each of you. I believe you can learn. I pursue excellence for myself and for you. I expect great things from myself and you. I cherish and love each of you. I am a teacher. I change the world, one child at a time.

## **Charleston Elementary Believes:**

1. Every child can learn and wants to learn and deserves to learn.
2. Teacher knowledge and skills are the foundation of progress in the classroom.
3. Self-respect is basic to learning.
4. Teacher attitude and behavior define the classroom.
5. Mutual respect is essential for growth.
6. Participation is necessary for appreciation and recognition.
7. High achievement is expected of teachers and students.
8. Positive discipline brings recognized achievement.

## **Life Principles**

**Loyalty** - being faithful to one's country, family, friends or beliefs.

**Perseverance** – having patience and determination to keep trying, even when you face difficulties along the way.

**Trustworthiness** – being honest and reliable.

**Honesty** – being truthful in what you say and do.

**Cooperation** – working with others in a friendly, sharing way.

**Compassion** – the desire to help someone in need.

**Courage** – facing obstacles, hard decisions, and dangers with bravery and determination.

**Respect** – a feeling of appreciation and regard for someone.

**Responsibility** – being trustworthy and reliable without being told.

**Teamwork** – Together Everyone Achieves More. We are a team at CES.



## 2012-13 Charleston School District Calendar

August 13	Professional Development
August 14	Professional Development
August 15	Professional Development
August 16	Professional Development
<b>August 20</b>	<b>First Day of School</b>
September 3	Labor Day, No school
October 19	End of 1 <sup>st</sup> Nine Weeks (44 days)
October 23	Parent Teacher Conferences
November 21 – 23	Thanksgiving Break
November 26	School Resumes
December 21	End of 2 <sup>nd</sup> Nine Weeks (42 days)
December 24 – January 4	Christmas Break
January 7	School Resumes
January 21	Martin Luther King Day or Make-Up Snow Day
February 18	President’s Day or Make-up Snow Day
March 15	End of the 3 <sup>rd</sup> Nine Weeks (48 days)
March 18 – 22	Spring Break
March 25	School Resumes
March 28	Parent Teacher Conferences
March 29	Good Friday or Make-up Snow Day
April 1 – 5	Grades 1-2 & 9 NRT Testing
April 8 – 12	Grades 3-8 Benchmark Testing
May 17	High School Graduation
May 24	Last Day of School (44 days)

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January 21	1 <sup>st</sup> Snow Make-Up Day
February 18	2 <sup>nd</sup> Snow Make-Up Day
March 29	3 <sup>rd</sup> Snow Make-Up Day
May 28	4 <sup>th</sup> Snow Make-Up Day
May 29	5 <sup>th</sup> Snow Make-Up Day

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## **ACADEMIC IMPROVEMENT PLAN**

In compliance with Act 35 of 2003, the Charleston School District will notify parents and/or guardians, through the school handbook and available conferences, of students that will be participating in Academic Improvement Plans starting with the school year 2004-05. The Academic Improvement Plan shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan. Academic Improvement Plans are for students who fail to achieve at the proficient level on the state mandated criterion referenced tests including end of course exams. Beginning with the 2005-2006 school year, students in grades 3-8 identified for AIP who do not participate in the remediation program shall be retained.

## **AFTER SCHOOL ACTIVITIES**

Students are required to bring a note from their parents/guardians if they plan to go from school to any destination other than the normal routine. This includes spending the night with a friend or going there for the afternoon, athletic practice sessions, club or organization meetings, etc. Children not having notes will be directed home rather than to said events.

## **ASSAULT**

Assault or threatened assault or abuse of students or teachers will result in suspension or other disciplinary action.

## **ATTENDANCE POLICY**

### **CHARLESTON SCHOOL DISTRICT ATTENDANCE POLICY**

It is the responsibility of the parent/guardian to see that their child attends school on a regular basis. Excessive Absences may result in denial of credit or promotion.

#### **ABSENCES**

Absences, in accordance with district policy, are set at a maximum allowed of ten (10) days or ten (10) absences per class per semester.

#### **EXCESSIVE ABSENCES**

"Excessive Absences" are defined as absences above the maximum allowed and may result in denial of credit or promotion. Students are STRONGLY encouraged not to be absent for reasons other than personal illness, medical appointments, or death in the immediate family.

#### **TARDIES AND EARLY DISMISSALS**

Students who arrive after the morning bell will be considered and documented as tardy. Students who leave before the afternoon dismissal bell will be considered and documented as an "early dismissal."

## **PARENT NOTIFICATION**

Parents will be notified when a child has accumulated total absences of 5 days and 10 days or 5 absences and 10 absences per class per semester.

## **SPECIAL SITUATIONS**

Prior to a student exceeding a maximum of ten (10) days or ten (10) absences per class per semester, the student or his parent/guardian may appeal to the school principal for special arrangements to address a student's absences. Absences above the maximum will require that documentation of the reason for the absence be provided by the student's parent/guardian to the school principal; however, Excessive Absences above the maximum allowed may result in denial of credit or promotion if an appeal is unsuccessful.

## **RECORDING ABSENTEES**

Teachers will record absentees daily in their class record book. The teacher's class record book will be the final authority on determining Excessive Absences.

## **MAKE-UP WORK FOR SUSPENDED STUDENTS 7-12**

Students suspended from the school for disciplinary reasons will not be given credit for work missed during the suspension.

## **LEGAL NOTIFICATION**

When a student exceeds a maximum of ten (10) days or ten (10) absences per class per semester, the District will notify the appropriate juvenile authority and the parent/guardian shall be subject to a civil penalty as prescribed by law.

## **DEPARTMENT OF FINANCE AND ADMINISTRATION NOTIFICATION**

When students that are 14 years or older incur Excessive Absences or are not attending school, the district will notify the Department of Finance and Administration (DF&A). This notification will result in the student having his/her driver's license or permit suspended until the student provides DF&A with adequate evidence that:

- A. The licensee is 17 years of age;
- B. The licensee is attending school;
- C. The licensee has obtained a high school diploma or its equivalent.

Board Approved: October 10, 2005

Board Amended: December 17, 2009

## **BELL SCHEDULE**

School starts at 8:00 a.m. and dismisses at 3:10 p.m. Students arriving after 8:00 a.m. will be considered tardy.

## **BULLYING POLICY**

In compliance with Act 681 of 2003, no CES student will be allowed to bully other students while on school property, on a school bus, at a school bus stop or at any school event. Bullying is defined as any act of one student or group of students who verbally, physically, or in any form or fashion pressure a student or a group of students to the point that they feel threatened or must change their routine to satisfy the student(s) applying the pressure. Students who are in violation of this policy will face disciplinary action as outlined in the discipline policy.

In compliance with Act 115 of 2007, cyber bullying, or the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student is prohibited.

Person/persons who file a complaint will be not be subject to retaliation or reprisal of any form.

## **BUS TRANSPORTATION AND BUS STUDENT BEHAVIOR**

Students who live two miles or more from school may ride one of the buses operated by the school district. The State of Arkansas does not require schools to furnish transportation for students.

The bus driver is responsible for the safety of all the students on his/her bus. Misbehavior on the bus by a student may endanger all children and will not be tolerated. Behavior problems on buses may result in a student losing his/her privilege of riding the bus. The bus driver has the same authority as a teacher in disciplining children while they ride the bus.

## **CAFETERIA RULES**

There will be no running to the cafeteria, no cutting line, and no food/drink brought out of the cafeteria. Chairs may not be moved to another table. Students must talk in voices at conversational levels.

Visiting family members are asked to sign the Guest Book and wear a Special Guest badge. Tables are reserved for guests on the east side of the cafeteria. CES students are not allowed to purchase ice cream or bottled drinks in the cafeteria.

## **CELL PHONES**

Students may carry cell phones and other electronic communication devices, but use of such devices will be limited to before and after school hours. The use of such devices during extra-curricular activities or on school trips will be permitted but shall be limited to necessary communication (travel plans, parental contact, emergencies, etc.) All use of such devices will be controlled by school personnel. Violations of this policy will result in: 1<sup>st</sup> offense: confiscation of the electronic device for 24 school business hours; 2<sup>nd</sup> offense: confiscation of the electronic device for 48 school business hours. The parent will be required to pick up the electronic device; 3<sup>rd</sup> offense; Insubordination-administrator discretion.

## **CO-CURRICULAR ACTIVITIES**

The board sanctions co-curricular activities that traditionally have been a part of the overall school program, such as athletics and band, social activities, student clubs, school plays, etc., with the understanding that such activities will be properly supervised and operated in accordance with school policies and regulations.

Such activities are designed to provide opportunity for each student to develop qualities of leadership in a many areas as possible, to have an opportunity to participate in as many varied activities according to the student's own particular needs or interests, to participate in activities not normally available, and to foster better understanding in student-teacher relations.

Good sportsmanship by all students is a must at all home and away events. Unruly conduct may cause a student to lose their privilege to participate in or attend activity events.

Insofar as possible, activities events involving students and teachers will be scheduled after 3:10 p.m. on Monday through Friday. Whenever feasible, activities should be scheduled so that they will not interfere with the instructional time needed for the student to successfully complete the academic requirements of the student's educational program. Furthermore, the administration will make every effort to insure classroom interruptions will be kept to a minimum.

Eligibility to participate in co-curricular activities will follow the requirements of the Arkansas Activities Association for student participation.

To be eligible for athletics or competitive activities of any type, students must meet the current state requirements.

## **COMPUTER CODE**

Computing resources are provided by the Charleston Public Schools to enhance teaching, research, service and the activities which support them. Charleston Public Schools is committed to a computing system which effectively meets the needs of users.

Individuals who are granted computing accounts or use computing resources at the Charleston Public Schools accept responsibility with such access. Each user is expected to use accounts or resources within the District- approved educational, research, or administrative purposes for which they are granted. **ACTIVITIES BEYOND THESE STATED PURPOSES ARE STRICTLY PROHIBITED.**

A code of computing practices for the district is stated below. Violations of this code will be reviewed by District personnel and could result in restriction from these resources. Improper behavior may also be handled by administration in each school building.

1. Users shall use proper etiquette when on-line, refraining from obscenity and vulgarity.
2. Users shall use only those computer accounts which have been authorized for their use.
3. Users are responsible for the use of their computer accounts. They should take advantage of protection measures provided such as passwords, changing of passwords, logout of network, and other precaution against others obtaining access to their computer resources.
4. Users shall use accounts for the purposes originally agreed. For example, accounts shall not be used for private consulting or personal gain.
5. Those users who have access to privileged or sensitive information may not disclose that information for any purpose other than official District business.
6. Users should follow established procedures for accessing the system.
7. Users shall not attempt to access, copy, or destroy programs or files that belong to other users or to the District without prior authorization. Also, programs acquired at other computer sites must not be used at the Charleston Public Schools unless they are public domain or permission to use them at the District is granted.
8. Users of microcomputer software owned by the Charleston Public Schools must agree to abide by the limitations included in the copyright and license agreements entered into with vendors. Furthermore, it is the user's responsibility to become familiar with the specific copyright and licensing agreements for each product before using it. It is illegal to copy most software products. If other arrangements are made with a vendor, users must abide by stated provisions.
9. Users should minimize the impact of their work upon the work of others. One should not encroach on others' use of the facilities or deprive them of system resources.
10. Users shall not attempt to modify system facilities in any way. Intentional compromise of system integrity by virus or other means is a serious offense.
11. Users shall not subvert restrictions associated with their accounts.

The above list does not cover every situation that pertains to proper/improper use of the computing resources at the Charleston School District, but it does suggest some of the responsibilities that you accept if you choose to use a Charleston School District computing resource or the international network access that the Charleston School District provides. This code is to work for the benefit of all system users by encouraging responsible use of scarce computing resources.

## **COMPUTER USE POLICY - STUDENT**

Students of the Charleston School District who are allowed to use school owned computers and/or given Internet access shall use this technology for school-related purposes. The Student should have no right to an expectation of privacy in regard to his/her use of Internet or email on school owned computers. No text, image, movie, or sound that contains pornography, or child pornography, profanity or obscenity shall be allowed. Any Student who inadvertently finds such on his/her computer shall notify the building administrator immediately, and fill out the required documentation noting accessing of an unauthorized site.

Violation of this policy may result in disciplinary action which ranges from verbal reprimand to access being revoked.

### **CYBERBULLING**

Cyberbullying, or the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another Student/s is strictly prohibited whether while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events, or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. Students will be given instruction of safe use of the Internet and prevention of cyberbullying.

ACT 115 of 2007

Minors will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. FCC-11-125A1 CIPA

### **STUDENT INTERNET USE AGREEMENT**

The Charleston 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:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding by this agreement. No Student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that in using the District's Internet access for educational purposes only. The Student will 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. [Note: A.C.A \*6-21-107 requires the district to have "...provisions for administration of punishment of Students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written Student discipline policy."]
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a) Divulging personally indentifying information about himself/herself or anyone else either on the Internet or in an email.
- b) using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- c) posting anonymous messages on the system;
- d) using encryption software;
- e) wasteful use of limited resources provided by the school, including paper;
- f) causing congestion of the network through lengthy downloads of files;
- g) vandalizing data of another user;
- h) obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- i) gaining or attempting to gain unauthorized access to resources or files;
- j) identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- k) using the network for financial or commercial gain without district permission;
- l) theft or vandalism of data, equipment, or intellectual property;
- m) invading the privacy of individuals;
- n) using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- o) introducing a virus to, or otherwise improperly tampering with, the system;
- p) degrading or disrupting equipment or system performance;
- q) creating a web page or associating a web page with the school or school district without proper authorization;
- r) providing access to the District's Internet Access to unauthorized individuals; or
- s) 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;
- t) making unauthorized copies of computer software; or
- u) Installing software on district computers without prior approval of technology director or his/her designee.
- v) gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- w) Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member.
- x) Failing to obey school or classroom Internet use rules;

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

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that in using the Internet through the District's access, he/she waives any right to privacy the Student may have for such use. The Student and the parent/guardian agrees 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.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and

Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signature: The Student and parent who sign the Student Parent Discipline acknowledgement have read this agreement and agree to be bound by its terms and conditions.

### **CONTAGIOUS DISEASE POLICY**

Students who are medically ill should be evaluated on a case-by-case basis by a team comprised of the student's principal, personal physician, a school board appointed physician, and public health personnel. The decision to admit should be based on the medical condition of the child including evaluation of higher immune status and performance status. The most current medical information concerning contagiousness and transmittal will be used.

Confidentiality is of extreme importance and therefore the identity of infected students, if not already public knowledge, should be known only to the superintendent and that student's principal and teachers. Neither confirmation nor denial of suspicion or positive testing will be given by school officials, even if public knowledge is alleged.

There are no medical or legal reasons to restrict a child of an HIV infected parent from attending school. Children with HIV infection should not receive live virus vaccines and should be excused from regulations requiring them. Of course, any student, including an HIV infected child, who has contracted a contagious disease, will not be allowed to attend school without clearance from the public health department.

### **CONTROLLED SUBSTANCE ABUSE**

The use, possession, sale, or distribution of illegal controlled substances (including alcohol) while at school, during any school activity, on school-sponsored trips, or at any school function is strictly prohibited. Not only is this an illegal act but is conduct that reflects badly on the school. The punishment for violation of this policy will be:

#### First Violation:

1. Parents will be notified as soon as possible.
2. Appropriate law enforcement will be notified.
3. Students will be suspended from school for a minimum of 5 days.
4. Required parental documentation of Drug/Alcohol counseling for not less than 60 days.

#### Second Violation:

1. Parents will be notified as soon as possible.
2. Appropriate law enforcement will be notified.

3. Students will be suspended from school for 10 days with a recommendation for expulsion for the remainder of the school year.

Students accused under this policy are required to submit to a drug or alcohol evaluation by law enforcement officials to determine influence. Students refusing to submit to this evaluation will receive the drug or alcohol penalty under which they are accused.

Selling and/or distributing of illegal controlled substances will result in a minimum of ten (10) days suspension and possible expulsion.

### **DAILY SCHEDULE**

School begins at 8:00 a.m. and is dismissed at 3:10 p.m. Students should not arrive at school any earlier than 7:45 a.m. Dismissal, on a normal basis, is done in phases. At 3:10 car riders and bus riders will be dismissed. Students walking home will be dismissed at 3:15. If bicycles are ridden to school, they should be walked from the street to the bicycle rack. No bicycles or motorcycles are to be ridden on the playground.

### **DISCIPLINE OF HANDICAPPED STUDENTS**

Discipline policies will be the same for handicapped and non-handicapped students unless the policy infringes upon a handicapped student's right to a free, appropriate education. Students will be assured protection against discrimination if the disciplinary infraction is related to a primary handicapping condition.

### **DISCIPLINE OF STUDENTS VIOLATING SCHOOL RULES**

Violation of school rules and policies will result in disciplinary action. When this action is not specifically stated for the offense, the disciplinary action may result in:

1. Conference with teacher and principal
2. WEBB Room (We Expect Better Behavior)
3. Exclusion from activities such as Field Trips and Assemblies
4. Suspension
5. Corporal punishment
6. Expulsion

Disciplinary severity will be determined by the teacher or principal based on severity and frequency of the offense. In accordance with Act 472, a student cannot enroll in another school until a suspension or expulsion has expired.

### **DRUG FREE POLICY FOR STUDENTS**

The following statement and procedure complies with section 5145 of the Drug Free Schools and Communities Act.

Charleston Public Schools is dedicated to providing a drug-free school for all students. Charleston Public School students are advised that the following activities are prohibited on Charleston Public Schools property or at any Charleston Public Schools function:

1. Use of a controlled substance which includes being under the influence of a controlled substance.
2. Possession of a controlled substance.
3. Distribution (in any manner) of a controlled substance to any person.
4. Manufacture of a controlled substance.

A student of Charleston Public School engaging in any of the above prohibited activities is subject to suspension and/or expulsion.

Agencies in the Charleston Public School area available for drug counseling or drug rehabilitation programs include:

Alcoholics Anonymous Intergroup (central office)	783-0123
Vista Health	1-866-813-HOPE
Western Ark. Counseling & Guidance Center	(Paris) 963-2140
	(Ft. Smith) 452-6650

### **DUES AND FEES**

Students will not be eligible to participate in extra curricular activities until all dues and/or fees for previous year have been paid. This includes any balance due on lunch money and/or fees for damaged or lost library/school books.

### **ENROLLMENT AND ADMISSION POLICY**

Students may enroll who are five (5) years old on or before August 1, 2012 for the 2012-13 school year, until the age of twenty-one (21) years old.

Prior to a child's admission to the Charleston Public Schools, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

1. A birth certificate;
2. A statement by the local registrar or the county recorder certifying the child's date of birth;
3. An attested baptismal certificate;
4. A passport;
5. An affidavit of the date and place of birth by the child's parent or guardian;
6. Previous school records
7. United States military identification

Beginning students should furnish a copy of their birth certificate and show proof of immunization against poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles and rubella.

Beginning students will be asked to furnish a copy of their social security card. The school district will NOT use, display, release, or print students' social security numbers or any part of social security numbers on any document that will be made available to the public. If a social security number is not provided, a nine (9) digit number will be assigned by the district.

All other Arkansas Department of Education enrollment requirements may apply.

The Arkansas Department of Education Web site may be accessed at <http://arkedu.state.ar.us>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords parent/guardian certain rights with respect to a student's education / medical records. These include certain rights of inspection, review, amendment, and disclosure of the individual student's records under a variety of conditions and regulations. Copies of this act are available for review in each school office. Certain directory information may be released without parental consent such as lists or news releases of honor roll students, rosters of clubs or teams, award-winners, etc. If a parent/guardian does not wish to allow their child's name in any such directory information to be released, they must notify the school in writing.

### **FIREARMS POLICY**

According to Act 567, any student bringing a firearm or other type of weapon to school or school event will be expelled for not less than one (1) year.

### **GRADING SYSTEM**

#### **Grades K - 4**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his/her parent/guardian and counselor of progress toward established educational goals.

Letter grades will be used to denote academic achievement except at kindergarten where a check mark will indicate grade level mastery. At grades 1-12, the letters "A,B,C,D and F" will be used according to the following numerical percentage equivalents:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 0% - 59%

These grade assignment standards shall be used in all regular classes in all District schools. Special symbols and terms appropriate to special programs may be used to indicate student progress. Exceptional students shall be graded in accordance with their individualized Education Program and current guidelines.

Permanent grades will be issued on a yearly basis at the elementary level and on a semester basis at the secondary level. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives may also be given.

Student progress is reported to parent/guardian four times each year. These reports are distributed a few days after the close of each 9-week period. Supplementary notes of commendation, suggestions for improvement, parental conferences, meetings and similar means of keeping in touch with a parent/guardian are emphasized.

Teachers use an on-line grading program so that parents/guardians can access grades at their convenience. Passwords may be obtained from the student's classroom teacher.

Board approved: April 2011

### **GRIEVANCE PROCEDURE**

Students or parents who have a grievance should contact the school to make an appointment with the student's teacher. Each teacher has a daily conference period allotted. If the matter is not resolved with the teacher, the principal of the school should be contacted. If the principal cannot resolve the situation, an appointment may be made with the superintendent of schools. If his decision is not acceptable, it may be appealed to the school board.

### **HEADLICE**

Charleston Schools have a "No Nit" policy. A student found to have the actual head louse or any viable nits will be sent home from school for further treatment. The student may return to school with proof of treatment (empty pediculicide carton) and a recheck from any school personnel.

### **HOMEWORK POLICY**

Homework is a flexible and individual responsibility of the individual teacher in the Charleston School system. Purposeful homework varies from day to day with each student, depending upon his/her capacity, potential, and need. When homework exists in the school system, it should supplement, compliment, and reinforce classroom teaching and learning.

## **INFORMATION UPDATE**

We ask that you fill out and return the "Information Update" form. The information on this form is needed so that the child's teacher can complete his/her records.

Each student will receive an Emergency Procedure card. Please read and fill out this form completely and return it to us. This information is vital in case of an accident or illness.

## **LUNCH AND BREAKFAST PROGRAMS**

The cost of lunches will be \$1.60 per day, milk included. Students that bring their lunch will eat in the cafeteria and may buy milk for \$ .30 cents. The menu is published each week in the Charleston Express. Also, at the beginning of each month, a copy of that month's menus is sent home with each student. Free or reduced lunches are available for those who qualify. Each child will receive an information sheet and application for the lunch program. Anyone who qualifies and would like to apply for this program should return the application to the office.

Lunch payments should be submitted in an envelope with the child's name, teacher's name and amount of money enclosed. Checks for lunches should be made payable to the Charleston Public Schools. If a family has more than one child, please send separate checks; this makes it easier to keep records straight.

Breakfast will be offered to the students for \$ .75. If your child is eligible for free or reduced-price lunches, he/she will also be eligible for reduced-price breakfasts. **Please note that payment for breakfast should be made separate from lunch.** Breakfast will be served each morning from approximately 7:35 until 7:55 AM.

Visitor's may purchase a lunch from the Cafeteria at \$3.00 per lunch and may sit with a student at an assigned table.

## **MEDICATION POLICY**

### **Guidelines**

1. The medication must be in the original container with the child's name on the prescription.
2. Medication to be given three (3) times daily or less WILL NOT be administered at school. The exception to this would be medications that would have an effect on the student's educational progress such as medication for ADD, epilepsy, and asthma.
3. No over-the-counter drugs will be given at school, as school personnel are not trained to determine when medications are needed and this is a form of prescribing.
4. The consent form (available in the office), must be signed before any medication will be given at school. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.**
5. Permission for long-term medications must be renewed at the beginning of each semester.

6. Please help to remind your child what time he/she is to take the medication. It is not the responsibility of the school personnel to ensure that a child takes his/her medication.
7. A parent or specified adult will be called to pick up a child if the student is running a temperature of 100 degrees or more. **Before returning to school the student must be fever-free for 24 hours.**

### **NON-DISCRIMINATION POLICY**

The Charleston School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

### **PARENT COMMUNICATION**

Teachers shall communicate personally during the school year with the parent/guardian of students to discuss academic progress. Elementary School teachers shall meet with the parent/guardian at least once a semester through a face-to-face parent/teacher conference. Teachers will communicate more frequently with a parent/guardian of students not performing at the level expected for their grade. 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 conference.

The school shall document parent/guardian participation or nonparticipation in required conferences.

### **PARENT INVOLVEMENT PLAN**

*Communicating* – Communication between home and school is regular, two-way, and meaningful. To encourage communication with parents, the Charleston School District shall schedule not less than two parent/teacher conferences per school year. The schools may plan and engage in other activities to be beneficial in fostering effective communication with the parents.

*Parenting* – Monthly newsletters will be sent home and parents may access parenting newsletters on the school website.

*Student Learning* – Parents play an integral role in assisting student learning. To help parents to assist students during their learning process, each school will schedule times during the year for parents to attend meetings to discuss their child's education. Examples of these would include, but not limited to Grade level meetings, PTO Meetings and Parent/Teacher Conferences.

*Volunteering* – Parents are welcome in the school, and their support and assistance are sought. Each school will assist the District in publishing a volunteer resource book which lists the interest and availability of volunteers for school staff members' use. Parents will be surveyed requesting their specific interests so that

volunteer work will be meaningful. Each school will engage other activities determined by the school to be designed to welcome parents in the school.

*School Decision Making and Advocacy* – Parents are full partners in the decisions that affect children and families. To encourage parents to participate in school decision making, each school will continue to request the input from parents when new issues arise for the district. Parents will be involved in student selections of course offerings, career planning and preparation for post-secondary opportunities.

*Collaborating* – CES will encourage activities which use community resources to strengthen school programs, families and student learning.

## **PERSONAL SEARCHES**

### **Charleston School District**

#### **Search, Seizure, and Interrogations**

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

School property shall include, but not limited to, lockers, desks, and parking lots, as well as personal effects left there by the students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct the searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the district makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a reasonable good faith effort to notify the student's parent, legal guardian, or other person having

lawful control of the student by court order, or person acting in loco parent's listed on student enrollment forms.

Board Approved: June 23, 2004

Legal Reference: A.C.A. §6-18-513

### **RECORDED DISCIPLINE ACTION**

In addition to legally prohibited behavior, students will be disciplined for the following misconduct. Male and female students will be treated equally in discipline matters. (This is not meant to be an all-inclusive list.)

- ❖ Excessive tardiness (defined as more than two (2) unexcused tardies).
- ❖ Unauthorized presence in unassigned areas on the school grounds.
- ❖ Insubordination – refusal to comply with the request of school personnel or gross disrespect to school personnel.
- ❖ Profanity or vulgarity.
- ❖ Disruption of educational process – behavior, action or mode of dress or expression that causes any interruption of teaching and learning.
- ❖ Gambling of any type.
- ❖ Unauthorized entering into another person's locker, property or school building.
- ❖ Throwing objects on campus, in classrooms, or at school sponsored events, except as authorized.
- ❖ Bringing unauthorized visitors onto the campus.
- ❖ Failure to complete assignments, detention, or other punitive assignments.
- ❖ Any other action or expression detrimental to Charleston Public Schools that endangers the health, safety, or welfare of students and school personnel.
- ❖ Leaving campus without checking out through the office.
- ❖ Using or having possession of tobacco products.
- ❖ Any student involvement in an immoral or illicit act.
- ❖ Behavioral problems are not necessarily limited to the above listed items. A behavior that results in the disruption of school will be dealt with accordingly.

Students should be aware that discipline records are accumulated over the period of time a student attends Charleston Public Schools. Penalties are progressive and become more severe as violations are documented. All students are encouraged to conduct themselves to the best of their ability. In the event of misbehavior or failure to follow the guidelines of the Student Handbook and Discipline Policy, a student may expect one of the following forms of discipline as decided by the Principal:

- (a) Talk with the Principal
- (b) Time Out
- (c) Conference with parents
- (d) Corporal punishment
- (e) Suspension from school
- (f) Expulsion from school

All of the above forms of discipline will become a written record. This is for those students who will have discipline action because of their conduct.

## **REPORT CARDS**

Report cards will be sent home with every child at the end of each nine week period. Mid-term reports will also be sent.

Parents are encouraged to contact the school when the need arises. Teachers may be contacted by telephone, by note, or by e-mail. If you call during the day, the office personnel will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment.

Parents are also encouraged to attend parent/teacher visitation days to confer with the teachers concerning their child's progress in school.

## **SMARTCORE**

In compliance with the Standards of Accreditation 9.03, 1.1 – 1.4, The Charleston School District will inform parents, guardians, and students of the Smart Core Curriculum that all students will participate starting with the graduating class of 2010.

Notification of the Smart Core will begin in grade six and continue through grade 12 by the following methods but not limited to; student handbook, parent-teacher conferences, counselor meetings, newsletters, newspaper. The notification will describe the involvement of parents, guardians, staff and students in the course of study for graduation. Documentation of the notification will be required for all students.

There will be an informal consent document provided by the Arkansas Department of Education to be signed by parent or guardian. A waiver will be provided for those parents and guardians that release their student from the Smart Core Curriculum, which will be attached to the permanent student transcript. If a waiver is signed, the student will participate in the Core Curriculum course of study for graduation. A reversal informed consent agreement will be provided if the new required course of study can be completed by the end of the senior year, should a parent or guardian ask for it.

All staff will be trained in the Smart Core Curriculum.

### **Smart Core Informed Consent Form (EXAMPLE ONLY)** (DO NOT RETURN TO SCHOOL.)

Name of Student \_\_\_\_\_  
Name of Parent/Guardian \_\_\_\_\_  
School \_\_\_\_\_  
School Address \_\_\_\_\_  
District \_\_\_\_\_

Smart Core is Arkansas's college and career-ready curriculum for high school students.

College and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is* the foundation for and career readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core. By signing the Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

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Smart Core (22 units)

**English – 4 units (years)**

- \* English 9<sup>th</sup> Grade
- \* English 10<sup>th</sup> Grade
- \* English 11<sup>th</sup> Grade
- \* English 12<sup>th</sup> Grade

**Mathematics – 4 units (years)**

- \*Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- \*Geometry or Investigating Geometry or Geometry A & B
- \*Algebra II
- \*Choice of: Transition to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement Mathematics (Comparable concurrent credit college courses may be substituted where applicable)

**Natural Science -3 units (years) with lab experience chosen from**

- \*Physical Science
- \*Biology or Applied Biology/Chemistry
- \*Chemistry
- \*Physics or Principles of Technology I & II or PIC Physics

**Social Studies – 3 units (years)**

- \*Civics or Civics/American Government
- \*World History
- \*U.S. History

**Oral Communications-** ½ unit

**Physical Education – ½ unit (1/2 year)**

**Health and Safety – ½ unit (1/2 year)**

**Economics-** 1/1 unit

(may be counted toward Social Studies/Career Focus)

**Fine Arts – ½ unit (1/2 year)**

**Career Focus – 6 units**

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Core Curriculum (22 units)

**English – 4 units (years)**

- \* English 9<sup>th</sup> Grade
- \* English 10<sup>th</sup> Grade
- \* English 11<sup>th</sup> Grade
- \* English 12<sup>th</sup> Grade

**Mathematics – 4 units (years)**

- \*Algebra or its equivalent (1 unit)
- \*Geometry or its equivalent (1 unit)
- \*All math units must build on the base of algebra and geometry knowledge and skills.
- Note: A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

**Science – 3 units (years)**

- \*At least one (1) unit of Biology
- \*A Physical Science

**Social Studies – 3 units (years)**

- \*Civics or government (1/2 unit)
- \*World History (1 unit)
- \*U.S. History (1 unit)

**Oral Communications-** ½ unit

**Physical Education – ½ unit (1/2 year)**

**Health and Safety – ½ unit (1/2 year)**

**Economics-** ½ unit

(may be counted toward Social Studies/Career)

**Fine Arts – ½ unit (1/2 year)**

**Career Focus – 6 units**

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Parent or Guardian

Date

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School Official Signature

Date

## **STUDENT DISCIPLINE**

### **Assault and Abuse of Students and Staff Members**

According to Act 706 of 1997, 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 shoving, striking, fighting or threatening others with physical injury, etc. constitute battery and/or assault and are strictly forbidden. Profanity and rude abusive language directed at others is considered abuse, and this is also strictly forbidden.

Violation of this policy will result in disciplinary action 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.

### **General Statement of Jurisdiction**

According to Act 742 of 1997, a student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual

uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in the student handbook.

## **Student Regulations**

The following is a list of basic student regulations that should be followed by every student to create a good learning situation.

1. The following basic rules should be followed in every classroom:
  - A. Bring appropriate materials and supplies to every class every day.
  - B. Be in your assigned seat before the tardy bell rings.
  - C. Hats, caps, or sunglasses are not to be worn in the buildings.
  - D. Obey all class rules.
  - E. Do not talk without permission.
  - F. Do not bother other students in your class.
  - G. Turn in homework assignments on time.
  - H. After a student absence, it is the responsibility of the student, not the teacher, to see that make-up work is completed.
2. The use or possession of any form of tobacco products is prohibited during school activities.
3. Students will pay for damaged books.
4. Students must pay reasonable charges for damage to school property.
5. Students should refrain from any inappropriate physical contact on school premises.
6. Students that have been absent from school should pick up their admit-to-class slips immediately upon returning to school.
7. Students are to show proper respect to teachers, students, visitors, and all whom they contact.
8. Any fighting on school grounds, or on school transportation, or at off-campus school functions will result in punishment of all students involved. Fighting is defined as (a) pushing and shoving, (b) verbal abuse and name calling, or (c) actual blows struck.
11. The possession, or use of, or threat to use any weapon, explosive, or instrument capable of inflicting bodily injury is prohibited.
12. The theft or unauthorized possession of school or personal property will not only be dealt with by the school but may also involve law enforcement officials.
13. All students, upon request, will identify themselves to school authorities on school grounds or at any function (in or out of town).
14. Visitors are only allowed on school property when they have been cleared through the principal's office.
15. The following is a list of articles prohibited at school:
  - A. Water pistols
  - B. Sling shot
  - C. Fireworks of any kind
  - D. Caps or cap guns
  - E. Horns or any type of noise maker
  - F. Radios, tape players, I-pods, MP3 players, CD or DVD players, or Gameboys, except approved by the principal

- G. Any other objects or materials that is disruptive to the educational process
  - H. Any object that could be deemed a weapon
  - I. Heelies (or any shoes with rollers)
  - J. Toys
16. Sunglasses are not to be worn inside the buildings.
17. Students are to refrain from any form of sexual harassment.
18. This list is not to be considered all-inclusive. Any behavior by any student that is disruptive to the educational process will be dealt with accordingly.

**Charleston School District**  
**Student/Teacher/Parent/Principal Compact**  
 2012-13

The Charleston Public Schools, the parents and students participating in activities, services and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve Arkansas's high standards.

This compact is in effect during the 2012-13 school year.

**School Responsibilities:**

The Charleston Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the Arkansas student academic achievement standards on state testing.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Parent/Teacher Conferences are: Oct. 23, 2012 and March 28, 2013.
3. Provide parents reasonable with frequent reports on their children's progress on Edline.
4. Provide parents reasonable access to staff. Staff emails and contact information can be found on the school website at: <http://tigers.wsc.k12.ar.us>
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

**Parent/Guardian Responsibilities:**

1. Attend conferences and make contacts with teachers, as needed.
2. See that my child is punctual and attends school regularly.
3. Support the school in its efforts to maintain proper discipline.
4. Establish a time for homework, review it regularly, provide a quiet, well-lit place for study and encourage my child's efforts by being available for questions.
5. Be aware of what my child is learning.
6. Provide a public library card for my child.
7. Read with my child and let my child see me read.
8. Provide my child with the necessary tools for learning: paper, pencils, pens etc.

9. Participate in decisions relating to my child's education.
10. Stay informed by promptly reading all notices from the school.
11. Serve on advisory groups as needed.

**Student Responsibilities:**

1. Attend school regularly.
2. Come to school each day with needed supplies: pens, pencils, paper, etc.
3. Complete and return homework.
4. Observe regular study hours.
5. Conform to the rules and procedures of appropriate student conduct.
6. Read at least 30 minutes every day outside of school time.
7. Give all notices and information received by me to my parents or a responsible adult.

**Teacher Responsibilities:**

1. Provide appropriate homework for each student.
2. Provide assistance to parents to help with assignments.
3. Encourage students and parents by providing information about progress on Edline, by email or by phone.
4. Use special activities in the classroom to make learning enjoyable.

**Principal Responsibilities:**

1. Provide a safe, learning environment that allows for positive communication between the teacher, parent and student.
2. Encourage teachers to regularly provide homework that reinforces classroom instruction.
3. Provide opportunities for parents to volunteer and participate in their child's class.
4. Encourage teachers to report progress of students on Edline, at Parent/Teacher conferences and at other times as needed.

## **STUDENT RIGHTS**

If students or the parents of a student involved in a disciplinary ruling in which they wish to contest the ruling, they must state their complaint in writing to the principal asking that the ruling be changed. If that fails, the appeal must then go to the superintendent, then the Board of Education.

The principal is authorized to suspend students from school for a period of ten (10) days for disciplinary reasons. The student shall be given orally or in writing the nature of his/her misconduct and the reason for and length of the suspension. The parent or guardian will be notified as to the reason for the suspension, its duration, and the manner in which the student may be re-admitted to school.

Students violating federal, state, or local civil codes on school property or during a school activity, may be subject to disciplinary action by the school and by the offended civil agency.

## **CHARLESTON SCHOOL DISTRICT** **TECHNOLOGY USAGE POLICY (CIPA)**

As required by the Children's Internet Protection Act, the Charleston School District has custom internet filter settings in addition to the Department of Information default internet filter settings to prohibit access to pictures that are: (a) obscene, (b) pornographic, or (c) harmful to minors. Faculty and staff monitor the online activities of minors. Students and employees are provided access to electronic mail for educational purposes. Access to chat rooms, unauthorized access, hacking, and unauthorized disclosure, use, and dissemination of personal information regarding minors is strictly prohibited and subject to disciplinary action.

1. The Charleston School District is committed to promoting ethical and responsible use of computer and network resources and will not tolerate misuse. The use of internet resources is a privilege, not a right, and should be treated as such.
2. Access to the internet is provided to students, teachers, administrators, and other school personnel involved in the educational process. Anyone using the internet system is responsible for its proper use. Proper use is defined as accessing the internet for educational purposes which include: research, dissemination of information, resource sharing, collaborative projects, debate of current issues, curriculum development, and electronic mail for administrative and educational purposes. All activities associated with the internet must support the educational mission of the Charleston Public School District.
3. The Charleston Public School District does not condone the use of inappropriate material that may be obscene, abusive, offensive, inaccurate, etc. and does not permit the use of such material in the school environment.
4. Proper supervision of students using the internet is required to monitor the appropriate use of the internet system
5. The district is not responsible for any losses, including lost revenues, or for any claims or demands against the user by any other party.
6. Improper use of the internet by any individual may result in disciplinary action with that individual's access to the internet revoked. Also, anyone in violation of this policy may be subject to disciplinary action up to and including termination of employment for employees, expulsion for students and possible referral for prosecution.
7. The Charleston School District reserves the right to monitor or log all network activity with or without notice, including email and all websites communications, and therefore, users should have no reasonable expectation of privacy in the use of these resources on the school premises. In addition, email or electronic documents stored on Charleston Public School Servers are considered public information.
8. Personal Computers are NOT allowed to be connected to the district's network. However, if an exception must be made, the computer(s) must be checked and approved by the Technology Department. All Technology Usage Policy Requirements must be followed, in addition to the following requirements:
  - a. A legal license is required for all software
  - b. District insurance will not cover any expenses associated with loss or destruction of personal computers
  - c. District approved virus software must be running and up-to-date on all personal computers.
  - d. Computers must join district domain for centralized management
  - e. Financial restitution may be required when due care is not followed and the infrastructure, State, or District, is harmed.
  - f. If a computer is found on the school network that has not been approved by the Technology Department, then it may be taken without notice and investigated to evaluate its contents
  - g. An approved network card is required before connection to system.

9. The Charleston School District uses a variety of methods to communicate with students, parents, and community members about our building entities and the accomplishments of our students, including school-related websites and media outlets. The following could be seen:
  - a. Publication on the internet of my child's written and/or art work
  - b. Use of my child's name in school internet publications
  - c. Use of my child's picture in school internet publications
10. The following guidelines will be applied to any picture or information published as the Charleston School District's media:
  - a. In group photos posted on the web, should names appear, they will not be in any order.
  - b. Under no circumstance will a child's home address or phone number be published on the internet
  - c. This policy does not necessarily mean that your child's work/image will definitely be featured on the internet or other media production.
11. Any student enrolled in the Charleston School District may have his/her written and/or art work on the school's website or on other media outlets.
- 12. A parent can deny permission for any of the following scenarios. To deny permission, the parent or guardian must fill out a "Technology Usage Denial Form". This form may be obtained from the principal's office in which the student is enrolled.**
  - a. Video taping a student
  - b. Publication of a student's written and/or art work within a school, on a school website, or within other media outlets.
  - c. Use of a student's Full Name, First Name, or Last Name
  - d. Use of a student's picture
  - e. Access to computers and the use of the internet for instructional purposes
13. 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 at students or school personnel. Electronic acts of bullying means any electronic method intended for intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee.
14. Teachers and other district employees who have witnessed or who are reliably informed that a student has been the victim of electronic bullying shall report the incident(s) to the principal who is responsible for investigating the incident to determine if disciplinary action is warranted.
15. Violation(s) of the Technology Usage Policy will be handled as any other infraction of school policy. Disciplinary actions may include:
  - a. Revocation of computer access
  - b. Financial restitutions(s)
  - c. Students: suspension, expulsion, academic failure due to lack of course completion, or other penalties as may be appropriate
  - d. Employees: Up to and may include termination of employment
  - e. Possible referral for prosecution.

Board Approved: December 17, 2009

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**Acceptable Use  
Information Technology Resources in the Schools**

*Technology at school, including school owned or personally owned computers, Ereaders, iPads, email and internet access, are provided for educational purposes. Adherence to the following is necessary for continued access to the school's technological resources.*

**STUDENTS MUST:**

- a) Respect and protect the privacy of others
  - (1) Use only assigned accounts.
  - (2) Not view, use, or copy passwords, data or networks to which they are not authorized.
  - (3) Not distribute private information about others or themselves
- b) Respect and protect the integrity, availability and security of all electronic resources.
  - (1) Observe all network security practices, as posted.
  - (2) Report security/virus risks or account violations to a teacher or network administrator
  - (3) Not destroy or damage devices, data or other resources that do not belong to them.
  - (4) Protect and respect these resources for the good of all users.
- c) Respect and protect the intellectual property of others.
  - (1) Not infringe copyrights (No illegal copies or downloads)
  - (2) Not plagiarize.
- d) Respect and practice the principles of community.
  - (1) Communicate only in ways that are kind and respectful.
  - (2) Report threatening or discomfoting materials to a teacher, administrator or librarian.
  - (3) Not intentionally access, transmit, copy or create material that violates the school's discipline policy (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
  - (4) Not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
  - (5) Not use the resources to further other acts that are criminal or violate the school's discipline policy.
  - (6) Not send spam, chain letters or other mass unsolicited email to teachers or anyone.
  - (7) Not buy, sell, advertise or otherwise conduct business, unless approved as a school project.

**STUDENTS *MAY*, IF IN ACCORD WITH THE POLICY ABOVE:**

- a) Bring Ereaders (Kindles, Nooks), iPads (tablets), iPods (mp3 players), iTouches, or laptops to school and use before and after classes and during lunch.
- b) Use these personal electronic devices during class under teacher direction when permitted.
- c) Use the resources for any educational purpose as permitted by a teacher in a classroom.
- d) Access wifi with the device, **but not the school network.**

- **The school is not responsible for lost or stolen personal communication devices.**
- **School software applications will not be provided for personal devices.**
- **Students are responsible for any software applications they desire to utilize on their personal devices.**

**Consequences for Violation:** Violations of these rules results in disciplinary action according to the school's discipline policy handbook, which might include the loss of a student's privileges to use the school's information technology resources for a period of time.

**Supervision and Monitoring:** School and network administrators and other authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks and personal electronic devices used at school in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

## **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.

1. 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 benefit of, or be subjected to discrimination under any education program or activity receiving federal assistance...”
2. Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.
3. The school Principal shall act as the Grievance Officer of Title IX.

### **TOBACCO POLICY**

Since it is generally understood that tobacco use can be harmful to one’s health, it shall be the policy of the Charleston Board of Education that all students shall be aware of the physical/mental effects of the use of tobacco and tobacco products.

Students shall be informed of state laws and regulations regarding the use and purchase of such substances as well as the harmful aspects of the use of such substances. Teachers shall be well informed of their subject matter and use the best instructional material available when teaching about tobacco prevention.

ACT 1555 of 1999 states: Smoking or use of tobacco products in any form on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty of a misdemeanor and be subject if a fine of not less than \$10.00 or more than \$100.00.

No student shall possess or use tobacco or tobacco paraphernalia on school property or at school-sponsored events. Also, see dress code policy.

Students are encouraged to seek treatment and or counseling for tobacco and drug/alcohol problems.

Discipline action for violation of the tobacco policy will be at the discretion of the administration.

### **TRAFFIC CONTROL**

#### **Before School Drop-Off:**

Enter Crestview Lane from Highway 22, drive past the elementary school and circle back before dropping students off on the West Side of the elementary school. Cars will not be permitted on Dale Bumpers Drive. This street is for school buses only.

#### **After School Pick-Up:**

At dismissal time, parents are again asked to make the same circle on Crestview Lane and line up along the right hand lane as they wait to pick up their children near the awning. These students will be dismissed at 3:10 PM. Parents are not allowed to pick

up students at the classroom door. Only students that are “walkers” will be permitted to leave school from the Front Entrance unless checked out by a parent/guardian.

Car riders cannot be picked up from the front entrance as their normal “after school pick-up” routine. Parents picking up students from the front entrance before the last bell will have to sign them out through the office and the check-out will be recorded as an “early dismissal.”

**Visitor Parking:** Visitors needing to park may use Tiger Drive and park around the cafeteria, football field, or the elementary PE building.

### **VIOLENT ACTS**

Arkansas law Act 888 requires school administration to report any student who commits an act of violence against any school employee, school supervisor, or another student to be reported immediately to the appropriate law enforcement agency for investigation and prosecution.

Violence is defined as intense physical force that causes or is intended to cause injury or destruction.

### **VISITORS**

For the safety and protection of YOUR child and ALL of the other students at Charleston Elementary, we request that **ALL** visitors check in at the office for a “Visitor’s Pass”. Office personnel will make sure that lunches, books, etc. will be delivered to the owner.

### **VOLUNTEER PROGRAM**

According to the Education Standards, the State Department of Education requires us to have a volunteer program consisting of parents and other interested adults. If you are interested in volunteering please contact the school.

### **WEATHER ANNOUNCEMENTS / SCHOOL CLOSINGS**

The following radio and television stations will announce a school closing should snow or ice cause the school to close. The announcements will normally be made between 6:00 AM and 7:00 AM.

Radio: KISR (93 FM), KTCS (99.9 FM)

Television: KFSM (Channel 5), KHBS (Channel 40)

The Charleston School District utilizes a **Broadcast Messaging System** to inform parents of important events. Parents / Guardians will receive a telephone message regarding school cancellations due to weather conditions, emergencies, and general information.

### **WELLNESS POLICY**

The Charleston School District will follow the state and federal rules and guidelines for physical education and child nutrition.

## Student - Parent Discipline Acknowledgment

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

This certifies that we (parent/guardian and student) have received the Charleston Elementary School Student Handbook which includes the discipline policies of Charleston Public Schools as outlined by Act 104 of the 1983 1st Extraordinary Session of the General Assembly of the State of Arkansas and policies of the Charleston Board of Education.

The law states this form must be signed by parent and student and returned to the school to be kept on file in the principal's office.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please return this form to your child's teacher as soon as possible.

Sincerely,  
Kim Loughridge  
Elementary Principal

Parent & Student should sign above then **tear out page and return to school**. Please keep the rest of the handbook for future references.