

Charleston Elementary School

2018-19

STUDENT HANDBOOK and DISCIPLINE POLICY



Charleston, Arkansas

Approved by Charleston School Board, July 2018

Charleston Elementary School

CES Mission Statement

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

Superintendent: Jeff Stubblefield

Principal: Bruce Womack

STAFF

Pre-KFIRST STEP: Ashley Couthren

Kindergarten: Terri Dooly, Constance Martin, Marcella Shelby

First Grade: Bridgett Asbury, Michele Milam, Rachel Stewart

Second Grade: Rachel Fisher, Kelsey Noble, Jared Smith

Third Grade: Megan Fox, Stacy Mitchum, Dawnette Sparks

Fourth Grade: Belinda Brown, Tricia Hassell, Ashley West

Media Specialist: Amy Womack

Special Education: Susan Abbott

Speech: Tom Abbott

Music: Katie Harris

Art: Macy Barnett

PE: Jay Crowley

Title-1 Reading: Terry Crowley

Elem. Instruction Specialist: Misty Gage

Gifted/Talented: Katie Harris

Counselor: Karren Efurud

Secretary: Debbie Rainwater
Strickland

Nurses: Dusty Smith, LeeAnn

Computer Aide: Kim Matejek

Pre-K Aides: Misty McKenzie, Sarah
Adair, Missy Love

Aides: Raven Martinez, Alvena McCoy,
Alisha Green, J. J. Chronister

Housekeeper: Danae Hudson

Cooks: Katie Robertson, Nancy Whittenburg, Delia Arroyo, Wilma Byrd, Debra Cearley

Handbook Committee for 2018-19 school year: Bruce Womack-Principal, Karren Efurud-Counselor,
Michele Milam-Teacher, Terri Dooly-Teacher, April Revis-Parent, Andy Williams-Parent



2018-19 Charleston School District Calendar

August 15	First Day of School
September 3	Labor Day, NO SCHOOL
October 12	End of 1 st Nine Weeks (42 days)
October 22	Fall Break, NO SCHOOL
October (TBA)	Parent Teacher Conferences
November 21 - 23	Thanksgiving Break
November 26	School Resumes
December 19	End of 2 nd Nine Weeks (44 days)
December 20 - January 4	Christmas Break
January 7	School Resumes
January 21	Martin Luther King Day, NO SCHOOL (or 1 st Make-Up Day)
February (TBA)	Parent Teacher Conferences
February 18	President's Day, NO SCHOOL (or 2 nd Make-up Day)
March 15	End of the 3 rd Nine Weeks (48 days)
March 18 - 22	Spring Break
March 25	School Resumes
April 19	Good Friday Break, NO SCHOOL (or 3 rd Make-Up Day)
May 24	Last Day of School (44 days)

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.

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

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

Parents of students who are absent must call the Principal's Office at 479-965-2460 by 9:00 AM on each day that the student is absent.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

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

Excused Absences: Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of ten(**10**) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students;

9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee;

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12);

11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences: Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with two (2) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has one (1) unexcused absence, his/her parents, guardians, or persons in loco parentis shall be notified.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

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

Parent Notification: Parents will be notified when a child has accumulated total of **(5)** five and **(10)** ten absences per class per semester.

MAKE-UP WORK

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.
10. Work may be made up for **partial credit for unexcused absences**.

COMPULSORY ATTENDANCE REQUIREMENTS

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

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

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

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation

Refer to Board Policy 4.43 for further explanation.

BUS STUDENT BEHAVIOR

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

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.

Cafeteria visitors must **sign in at the Elementary Office before entering the Cafeteria**. Visitors will be given a special guest badge to wear. 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 / ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment and does not respect the rights of others is expressly forbidden.

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: 1st offense: confiscation of the electronic device for 24 school business hours; 2nd offense: confiscation of the electronic device for 48 school business hours. The parent

will be required to pick up the electronic device; 3rd 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 POLICY

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

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

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

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

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

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

Misuse of Internet

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

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

By signing the last page of this handbook you agree that you have read this agreement and agree to be bound by the terms and conditions of this agreement.

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

The Charleston School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned

electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal 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." You may choose to tailor your punishments to be appropriate to the school's grade levels.]
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;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;

- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules;
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

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 artwork
 - 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. Videotaping 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.
 - f. Charleston School District's Automated Telephone Messaging Broadcasts made by Charleston School District's Administration
 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.

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others.

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.

Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-

resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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.

DRUG FREE POLICY

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools. Therefore, no student in the Charleston School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is in route to or from school or any school sponsored activity. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," lookalike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

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.

ELIGIBILITY FOR ENROLLMENT

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21)

years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes. Students entering the Charleston School District from another school must be in good standing and eligible to continue enrollment in the former school. A student on suspension from another school district in any state will not be eligible to enroll in the Charleston Public Schools until the full term of the suspension has been completed. A student who has been expelled from another school district is prohibited from enrolling in the Charleston Public Schools until the specified expulsion has expired. Prior to a child's admission to the Charleston Public School, 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 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, social security card, a physical, and show proof of immunization against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles and rubella. 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 when applicable. 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 fill out objection form 4:13F located in the principal's office.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123; 34 CFR Part 99) by signing the last page of this handbook I give permission for my child's personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid.

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

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance to inform the student, his or 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. Grades K—1 will use a standards based report card. Grades 2—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 4 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.

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.

HOMEWORK POLICY

Homework is a flexible, individual responsibility of Charleston School District teachers. Purposeful homework varies from day to day with each student depending upon his/her capacity, potential and need. When homework is assigned, it should supplement, complement, and reinforce teaching and learning.

LUNCH AND BREAKFAST PROGRAMS

The cost of lunches will be \$2.00 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 Free and Reduced lunch program. Anyone who would like to apply for this program should return the application to the office. 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 free or reduced-price breakfasts. Breakfast will be served each morning from approximately 7:30 until 7:55.

Parents/Guardians are highly encouraged to make pre-payments by check, but cash will be accepted. Lunch payments should be submitted in an envelope with the child's name, grade, teacher's name and amount of money enclosed. Checks for lunches should be made payable to Charleston Public Schools. If a family has more than one child, please send separate checks; this makes it easier to keep records accurate.

Food Service charges shall be carried over from school year to school year. When a paid or reduced student's account is a negative **\$100**, the account shall be considered "delinquent," and the student's principal will make (2) **two** attempts to reach the parent or guardian by available methods of communication. If the parent cannot be reached, **or if a practical payment plan cannot be agreed upon, the student shall then be given an alternative free lunch until the balance is paid below \$25.**

Visitor's may purchase a lunch from the Cafeteria at the cost of \$3.60 per lunch and may sit with a student at an assigned table. Visitors must sign in for a Visitor's Pass in the Elementary office before entering the Cafeteria.

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. Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.
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.

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

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held two times per school year. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit notice of, and the reasons for retention shall be communicated promptly in a personal conference.

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.

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

If the 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.

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.

SMART CORE CURRICULUM

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2019, AND 2020

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record. This policy is to be included in student handbooks for grades six (6) through (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional **one (1)** unit to graduate for a total of **23** units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

English – 4 Units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 Units (or 3 units of Math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12

- Algebra I (or Algebra A & Algebra B – Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B – Grades 8-9 or 9-10)
- Algebra II
- Fourth Math as approved by ADE or approved *Computer Science

Science – 3 Units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology – 1 unit (Biology, IB Biology, ADE Approved Biology, ADE Approved Biology Honors, AP Biology or Concurrent Credit Biology)

- Physical Science, Chemistry, Physics, or approved *Computer Science – 2 units; a maximum of 1 computer science credit may count for this requirement

Social Studies – 3 Units

- Civics – ½ unit
- World History – 1 unit
- U.S. History – 1 unit
- Other social studies – ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of approved Computer Science may replace the 4th Math requirement or the 3rd Science requirement. Two distinct units of the approved Computer Science courses may replace the 4th Math requirement and the 3rd Science requirement. If the 4th Math requirement and the 3rd Science requirement have been met through other coursework, any of the Computer Science courses may be used for Career Focus credit.

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

CORE: Sixteen (16) units

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
 - World history, one (1) unit
 - American History, one (1) unit
- Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁸

Fine Arts: one-half (½) unit

STUDENT DISCIPLINE

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. Noon detention
3. Conference with parents
4. in-School Suspension (ISS)
5. out-of-School Suspension (OSS)

*when student behavior poses a physical risk to himself or herself or to others

*when student behavior causes a serious disruption that cannot be addressed through other means

*when student behavior is the act of bringing a firearm on school campus

6. Corporal punishment
7. 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.

STUDENT REGULATIONS

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing

of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;

9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;

10. Inappropriate public displays of affection;

11. Cheating, copying, or claiming another person's work to be his/her own;

12. Gambling;

13. Inappropriate student dress;

14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;

16. Excessive tardiness;

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;

19. Hazing, or aiding in the hazing of another student;

20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;

21. Sexual harassment;

22. Bullying;

23. Operating a vehicle on school grounds while using a wireless communication device.

The following basic rules should be followed:

- A. Bring book, pencil, and paper to every class every day.
- B. Be in your assigned seat before the tardy bell rings.
- C. Hats or caps are not to be worn in the buildings.
- D. No gum chewing.
- E. No note writing.
- F. No rubber bands.
- G. Obey all class rules.
- I. Visitors are only allowed on school property when they have been cleared through the principal's office.
- J. Students will pay for lost or damaged books.
- L. Students must pay reasonable charges for damage to school property.
- H. After a student absence, it is the responsibility of the student, not the teacher, to see that make-up work is completed.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Student/Teacher/Parent/Principal Compact Charleston School District

2018-19

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 2018-19 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: TBA in October 2017 and TBA in February 2018.
3. Provide parents frequent reports on their children's progress.
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.

SURVEILLANCE

Areas of the Charleston School District campuses are subject to surveillance by cameras to enhance student and employee safety.

TARDIES

Promptness is an important character trait that students are encouraged to model. Promptness is the responsibility of each student.

- 1st tardy:** Teacher discretion
- 2nd tardy:** Teacher discretion
- 3rd tardy:** Writing assignment, due the next day, pertaining to daily lesson when possible.
- 4th tardy:** Three (3) day in-school suspension from class in which 4th tardy occurred.
- 5th tardy:** Three (3) day in-school suspension from all classes plus the possible loss of credit for class in which 5th tardy occurred.

This is to be done on a semester basis. Teachers will keep up with tardies in their grade books by placing a 'T' in the book on the appropriate day. After the third tardy, the teacher will fill out an office referral form and bring it to the principal. The report will include the dates of the tardies and class. (These will be placed in a discipline file.)

Any student arriving more than 15 minutes late for a class is not to be admitted and should be sent to the office. This day the student will be considered absent.

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.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

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:

Parents are asked to use our Drop-off / Pick-up loading area, located in front of the Elementary School when dropping off students in the morning. Please stay to the right, using the right hand lane. Faculty/Staff and parents needing to park and enter the building may use the left hand lane to park. Cars will not be permitted to use Dale Bumpers Drive. This street is for school buses only.

After School Pick-Up:

At dismissal time, parents are again asked to use the Drop-off/ Pick-up loading area in front of the school. Parents must form a line in the right hand lane as they wait to pick up their children near the awning. These students will be dismissed at 3:10.

Students that are “walkers” will be permitted to leave school from the East side entrance to walk home after the buses have departed. Car riders will not be allowed to use the East side entrance as their normal “after school” dismissal route.

Parents that need to check their child out early must come to the Elementary Office to pick up them up and sign the check-out register. These students will be recorded with an “early dismissal” from school.

Parents are not allowed to pick up students from their classroom doors.

Visitor Parking:Visitors needing to park may use the Elementary School front parking lot, parking spaces around the Cafeteria, Football Field, or the Elementary PE Building.

VIOLENT ACTS

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

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. A “Visitor’s Pass” will be provided to you if it is necessary that you be in the building. Office personnel will make sure that lunches, books, etc. will be delivered to the owner.

VOLUNTEER PROGRAM

Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students’ educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction. 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 School Alert Messaging System, **SCHOOLMESSENGER**, 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 Handbook Acknowledgment

Student Name _____

Grade _____ Teacher _____

This certifies that we (parent/guardian and student) have received the student handbook including but not limited to the discipline and attendance 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

Student Signature

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