

# **Armored Elementary School**



## **Student Handbook**

**2016 -2017**

**“Earning Our Stripes”**

*Striving Toward Raising achievement  
Involving Parents, Educators & Students*

**Armored Elementary School**

**Armored Public School District**

**Parent-Student**

**Statement of Responsibility**

Student's name \_\_\_\_\_ Date \_\_\_\_\_

**We have received the information in the Armored Elementary Handbook.**

**or**

**We have internet access to the information contained in the Armored Elementary Handbook.**

Student's Signature \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_

Date \_\_\_\_\_

*State law requires documentation of student and parent's receipt of student discipline policies.*

## Table of Contents

<b>Introduction</b>	<b>Page</b>
Welcome	1
Mission Statement	1
Daily schedule	1
Attendance	2
Contacting the school	2
Class visitations	2
Enrollment policy	2
Entrance requirements	4
Kindergarten	5
Grading system	5
Progress reports	6
Report cards	6
Parent/teacher conferences	6
Remediation	6
Smart Core policy	7
Retention	9
Grade assignment-Transfer students	9
Extracurricular activities	10
Cafeteria	10
Dress code	10
Homework policy	11
Student conduct	11
Student use of technology	11
Student discipline	12
Corporal punishment	14
Suspension	15
Expulsion	15
Possession and use of cell phones, beepers, etc.	15
Bus transportation	16
Bus rules	16
Medication	17
Head lice	18
Dismissal of school	18
Emergency procedures	18
Grievance procedures	19
Anti-Bullying policy	19
Weapons and dangerous instruments	21
Discipline policy for Special Education students	22
Medication self-administration consent form	23
Glucagon administration consent form	24
Rescue inhaler administration consent form	25
Epinephrine administration consent form	26
Internet user agreement form	27
Corporal Punishment Parental Consent Form	29
Bus Routes	30
Master Class Schedule	31
Registration Form	33
Proof of Residence Form	34
Medical Policy and Form	37
Parental-Community Involvement Policy, Compact & Pledge	39

## Welcome

We would like to take this opportunity to welcome you to Armored Elementary School. This handbook is provided for the purpose of sharing the policies and procedures of Armored Elementary School. It is essential that parents thoroughly familiarize themselves with the information included in this handbook. We appreciate your support and cooperation as we work together to provide students with maximum educational benefits.

## Mission Statement

With our eyes to the future, we at Armored Elementary actively partner with parents, community and staff to:

- **STRIVE** to create a positive, safe, and nurturing environment
- **EMPOWER** our students to develop to their greatest potential intellectually, socially, physically and emotionally by utilizing a challenging and dynamic curriculum
- **INSPIRE** our students to become life-long independent learners and productive citizens

At Armored Elementary, we celebrate our diversity and our similarities as we ready our students for success in a global society.

## Daily Schedule

7:50 -8:00	Student Arrival & Tardy Bell
8:05	Pledge & Moment of Silence
11:00-11:30	Kindergarten-2 <sup>nd</sup> grade lunch
11:30-12:00	3 <sup>rd</sup> -6 <sup>th</sup> grade lunch
3:07	Car rider/bus rider/walker dismissal

The school day begins at 7:50 a.m. No student is to arrive on campus before 7:30 a.m. IF students arrive before 7:50 a.m. due to transportation arrangements, they must wait in the cafeteria. Students arriving at school after 8:00 a.m. must check in through the office to receive a tardy slip before reporting to class. Parents must park in the parking lot and use the cross walk when they escort their child into the building.

The school day ends at 3:07 p.m. with the dismissal of car riders, followed by bus rider/walker students. All car riders will be picked up at the outside library door. Students will load the bus in front of the school.

Students are not allowed on campus before or after school hours except during school-sponsored activities.

### **Attendance**

Regular attendance is mandatory in maintaining satisfactory schoolwork. Therefore, Armored School will strictly enforce all state laws pertaining to school attendance. Attendance constitutes “bell to bell.”

Students missing a total of ten or more days in any semester may be in jeopardy of retention or losing credit for the school year. The legislative intent is that any student having excessive absences because of illness, accident, or other unavoidable reasons should be given adequate assistance and time for making up work missed. Exceptions are made to satisfy an Individualized Education Plan (IEP) or 504 Plan. Students will have one class day to make up their work for each day they are absent or they will receive a zero for that assignment.

Parents or guardians will be notified when any student has accumulated five tardies or five unexcused absences by the school district. Students who continue to have absences will be considered for retention. Ten unexcused absences or fifteen tardies in a semester will be cause to notify the prosecuting authority for appropriate action. Parents may petition the school before the students accumulate excessive absences in the event of undue circumstances.

### **Contacting the School**

Any parent seeking information about a school activity should contact the office at 763-5600. If there is a need to give your child’s teacher a message, please send a note or call the school office. A forgotten book or lunch may be dropped off in the office.

### **Class Visitations**

Any parent wishing to visit a classroom must first secure permission from the office. A **VISITOR’S PASS** will be issued to anyone on school campus other than administrators, faculty, or staff. Please do not use class time to conference with your child’s teacher. You may call the office in advance to schedule a conference. A visitor in the class attracts attention and is not conducive to learning.

### **Enrollment Policy**

Definitions:

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

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

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

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

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s school separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this District or of the education coop to which the district belongs, but resides in another district, are eligible to enroll in District schools. A student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.

NOTE: Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

### **Entrance Requirements**

To enroll in a school in the district, the child must be a resident of the District as defined in District policy, be accepted as a transfer student under the provisions of policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter Kindergarten if they will attain the age of five (5) years on or before August 1<sup>st</sup> of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state- approved Kindergarten in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in Kindergarten, and who meets the basic residency requirements for school attendance may be enrolled in Kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1<sup>st</sup> of the school year of enrollment and who has not completed a state-accredited Kindergarten shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parents or legal guardian agrees with placement in the first grade: otherwise the child shall be placed in Kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a Kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirement for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled or students transferring from a private school shall be evaluated by the District to determine their appropriate grade placement.

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age.
  - A. A birth certificate;

- B. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - C. An attested baptismal certificate;
  - D. A passport;
  - E. An affidavit of the date and place of birth by the child's parent or guardian;
  - F. United States military identification; or
  - G. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other disease as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunizations shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. A child living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

### **Kindergarten**

Students entering Kindergarten must be 5 years of age on or before August 1<sup>st</sup>. A parent or guardian shall sign a waiver if they elect to enroll a child in Kindergarten at age five. All enrolling Kindergarten students are to furnish evidence of a physical examination. Armored School District reserves the right to evaluate any six-year-old child who has not completed a state accredited Kindergarten program prior to public school enrollment to determine whether placement for the child shall be in Kindergarten or the first grade.

### **Grading System**

Individual teachers assign grades. The assignment of grades to students will be as follows:

90-----100	A
80-----89	B
70-----79	C
60-----69	D
Below 59	F

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Kindergarten



will use a satisfactory, improvement needed or unsatisfactory checklist. Gifted & Talented Enrichment (CUBS) is provided to all students in K-3. Identified students in grades 4-6 are served through a pull-out program. These services are provided through a licensed GT teacher.

### **Progress Reports**

At each 5-week grading period, parents will be notified by a hand carried report of their child's progress following the 5<sup>th</sup> week of each 9—week grading period.

### **Report Cards**

Report cards will be issued at the end of each 9—weeks grading period.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled for the first 9-week grading period and the third 9-weeks grading period. Conferences will be conducted on a first come first serve basis. Parents who are unable to attend conferences will receive report cards the following day accompanied with a slip, which must be signed, and returned to school the next day.

Teachers are expected to make verbal contact with parents each 9 weeks to review student's progress.

### **Remediation**

All students must participate in state-mandated assessments or norm-referenced as established by the State Board of Education. Each student identified as not scoring at the proficient level or higher on the state-mandated assessments shall participate in a remediation program to address the specific needs of that child. School personnel in conjunction with parents shall develop an appropriate individualized academic improvement plan (AIP) for those identified students.

Any student in Kindergarten through sixth grade identified as scoring basic or below basic on the state-mandated assessments and who fail to participate in the AIP shall be retained and shall not be promoted to the next appropriate grade until:

- (A) The student is deemed to have participated in an academic improvement plan; or
- (B) The student passes the state-mandated assessments for the current grade level in which the student is retained.

The student's AIP shall include remediation activities focused on areas in which the student failed to pass on the state-mandated assessments.

## **Smart Core Policy**

A review of the requirements of Smart Core and course of study for graduation will be discussed with parents and students to ensure an informed understanding of the Smart Core curriculum and courses necessary for graduation will occur during CAP conferences. These conferences will occur during parent/teacher conferences in the spring of each child's sixth grade year and each year thereafter or upon entering the Armored School District from another district. In addition parent meetings such as PTO, Family Nights, and Open House will be held during the year to inform parents of the requirements of Smart Core and the courses necessary for graduation at the secondary campus. Also, the requirements for Smart Core will be reviewed by the handbook committee as part of the annual review of handbooks. During this review, any necessary changes required to comply with the changes to the Arkansas Standards of Accreditation will be addressed. All student handbooks will be on file with the Arkansas Department of Education to ensure compliance with these requirements.

### **SMART CORE: Sixteen (16) units**

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1. Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2. Geometry or Investigating Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- 3. Algebra II; and

4. The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit **Note:** While one-half (1/2) 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 (1/2) unit

Economics – one half (1/2) 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.<sup>7</sup>

Fine Arts: one-half (1/2) unit

**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.

**CORE: Sixteen (16) units**

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- 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.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

\*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: three (3) units

- at least one (1) unit of biology or its equivalent; and Two units chosen from the following three categories:
- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit **Note:** While one-half (1/2) 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 (1/2) unit

Economics – one half (1/2) 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.

Fine Arts: one-half (1/2) unit

**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.

Should a parent/guardian desire to reverse their decision concerning Smart Core/Core, the parent/guardian will be required to complete a Course of Study Informed Consent Reversal Form. This may be done at any time as long as the student may complete the required courses prior to graduation. Typically, this would be no later than the end of the student’s tenth grade year although circumstances will dictate the final date at which the decision may be reversed.

**Retention**

Retention or the possibility of retention will be conveyed to parents/guardians in a personal conference prior to the end of the school year. The decision to retain or promote a student in the elementary grades will be the responsibility of school personnel. The promotion or retention of a student must be substantiated by current grades, standardized achievement scores, benchmark results and permanent records to determine if the student is performing at grade level.

**Grade assignment-Transfer students**

Any student transferring from a school accredited by the Arkansas Department of Education to the Armored School District shall be placed into the same grade the student would have been in had the student remained at the former school.

Armored School District reserves the right to test or otherwise evaluate any student transferring from home school or a school that is not accredited by the Department of Education to determine that student’s proper placement in the school.

Students transferring to the Armored School District from a home school or a school that is not accredited by the Arkansas Department of Education will be evaluated as follows:

**Grades 1-6:** Principals will use all available information in making grade placement decisions. The principal may change the placement depending on the performance of the child. Principals may require informal testing to determine placement.

**Special Education:** Special Education students entering the district will receive services according to their current Individual Education Plan (IEP) while records are gathered to confirm eligibility for services according to state and federal regulations. A full continuum of service options and related services are available to meet the needs of identified students from 3-21 years of age.

### **Extra-Curricular Activities**

Constant consideration will be given to limit classroom interruptions and the number of absences due to extra-curricular activities.

Field trips are to be an extension of the classroom curriculum. The building principal must approve all field trips.

Students must have a 2.0 the previous nine weeks to participate in extra-curricular activities. Art, P.E. and music will not be included in the calculation. Extra credit will not be given to raise scores in order to participate.

The building principal has the right to withdraw any student from extra-curricular activities if behavior is a problem at school or at any school function.

A student must be present in school for at least four hours on an extra-curricular activity day in order to attend or participate in the activity. If the activity falls on Saturday, the student must be in attendance on Friday.

### **Cafeteria**

Breakfast and lunch are available in the cafeteria daily. Information about the free and reduced meals program, along with meal prices, is distributed at the beginning of the school year. Parents and relatives are encouraged to have lunch with students. In the event that a student will have a guest for lunch, please notify the office or classroom teacher the day of the visit. Please obtain a VISTOR'S PASS from the office before entering the cafeteria.

### **Dress Code**

Armored Elementary School recognizes that it is the prerogative and responsibility of parents to determine how their children dress, wear their hair, and otherwise present themselves in public. However, all students are expected to conform to the following dress codes:

1. Blouses and shirts must have sleeves and cover student's midriff.
2. Shorts, skirts, or dresses may fall no shorter than one inch above the knee.

Student's dress and appearance must not present health and safety hazards or cause disruption of the educational process. Clothing which will not be permitted at school includes:

1. Tank tops/Muscle shirts/spaghetti straps
2. See through clothing or pants with holes in them above the knee exposing skin
3. Clothing that fits too tightly
4. Clothing with questionable advertising or endorsing such things as alcohol, drugs, tobacco, or wrestling.
5. Caps or hats (including bandanna) these items may be taken from students who wear them in the building.
6. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.

### **Homework Policy**

Homework is deemed beneficial as an extension of the classroom instruction. Homework will be assigned as practice for skills taught and as research using content appropriate to the course and for the students. Students will not be assigned homework that is excessive or meaningless. The purpose of homework is to promote the development of students' independent study skills and reinforce and strengthen academic skills.

### **Student Conduct**

Students have the responsibility to pursue their education in Armored School District in a manner that shows respect of other students, faculty and staff members, parents and other citizens. Students should be aware that they have a responsibility to cooperate with school staff by abiding by rules and regulations set for his/her own conduct at all times. Armored students are expected to:

1. Be Polite
2. Practice obedience and honesty
3. Be respectful

### **Student Use of Technology**

In an effort to help protect student welfare when they navigate the Internet, the Armored School District will work to educate students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### **Student Discipline**

It is the intention of Armored Elementary, through cooperative efforts of the administration, teachers, and staff, to provide an atmosphere that is conducive to learning. Such a climate can best be created where respect and consideration of the measures to prohibit and prevent conduct, which is disruptive and destructive to the educational process. Consequences for disciplinary infractions may range from a minimum of a verbal warning to a maximum of recommendation for expulsion.

If a student chooses to break one of the following rules he/she will automatically be disciplined:

1. Willful and intentional assault or threat to assault or abuse any teacher, principal, superintendent, other employee or student.
2. Engages in any behavior that keeps the classroom from functioning.
3. Destroys or takes another student's or school's property.
4. Engages in rude or discourteous behavior toward any staff member or student.
5. Uses vulgar or profane language.
6. Cheating
7. Fighting
8. A student shall not knowingly possess, handle or transmit a knife, razor, explosives, pistol, rifle, shotgun, ammunition, or any other object considered a weapon or dangerous instrument or any contraband material.
9. No gum allowed at school during the normal school day (from 7:50 a.m. to 3:00 p.m.)

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student's 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 direction 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. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of needles, lancets, prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
7. Cheating, copying, or claiming another person's work to be his/her own;
8. Gambling;
9. Willfully or intentionally damaging, destroying, or stealing school property;
10. Possession of any paging device, beeper, or similar electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
11. Inappropriate public displays of affection;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Use of digital technology to produce any inappropriate image or depiction;
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. Hazing, or aiding in the hazing of another student;
19. Gangs or gang-related activities, including belonging to secret societies of any kinds, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
20. Sexual harassment; and
21. Bullying



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.

Students who choose to obey the rules will be positively rewarded with the following:

- \*Positive notes sent home
- \*Special Activities
- \*Praise
- \*Award Certificates
- \*Class Parties
- \* Free time

Penalties for an inaction of student discipline policies:

- \*Reprimand
- \*Loss of privileges (recess, snack day, etc.)
- \*Student/Parent/Teacher/Principal conference and or parental contact.
- \*Corporal Punishment
- \*Suspension
- \*Expulsion

### **Corporal Punishment**

Any certified employee of the Armored School District may administer corporal punishment to a pupil when deemed necessary. The following procedures will be followed when corporal punishment is administered:

1. It will be administered in the presence of the building principal or designee who is a certified employee in addition to the person administering it.
2. It will not be administered in the presence of other students or in a spirit of malice or anger.
3. Refusal of corporal punishment may result in suspension.
4. The employee administering the corporal punishment shall prepare a written report stating the reason for the punishment and the name of the witness.

5. If the complainant is not satisfied at this level, an appeal may be made within ten days to the local Board of Education, which will hear the complaint. The complainant has the right to counsel, to present witness, and to cross-examine. The decision of the board shall be a majority of the members at the meeting, which shall be public.
6. The local Board of Education will respond to the complaint within 30 calendar days of the meeting.

\*All complaints must be written, signed, and dated.

### **Suspension**

A suspension is defined as dismissing a student from school for any time period not exceeding ten days. Classwork may not be made up for credit. Prior to suspension, the building principal shall advise the student in question of the particular misconduct of which he/she is accused, as well as the basis for the accusation. The student shall be given an opportunity at that time to explain his/her version of the facts to the principal. If suspension is necessary, parents will be notified immediately.

The threat of a violent act upon a student or school official will result in the following actions being taken:

1. The building principal will be notified.
2. The building principal will notify the superintendent of schools.
3. The building principal will notify the local law enforcement agency.
4. The school district will take disciplinary action based on the severity and complexity of the threat. Suspension or expulsion of the student issuing the threat is possible.

### **Expulsion**

An expulsion is defined as dismissing a student from school for more than ten days. The Armored School District Board of Education has the authority to expel a student if an offence is serious enough to warrant such action.

### **The possession and use of cell phones, beepers, etc.**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's school to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones and other electronic communication devices so that the opportunity for learning in the district's schools may be enhanced.

Use of cell phones, any paging device, beeper, or similar electronic communication device on the school campus is forbidden from the time of the first bell until after the last bell unless specifically exempted by the administration for health or other compelling reasons.

Before and after school hours, possession of cell phones, any paging device, beeper, or similar electronic communication device is permitted on the school campus. The use of such devices at sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Students using cell phones or other electronic communication devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at school's administration office by the student's parents or guardians.

### **Bus Transportation**

While the school district offers, as needed, a system of public transportation, it also requires parents of students to accept responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus and only at that time does he/she become the responsibility of Armored School District. Such responsibility shall end when the child is released at the regular bus stop at the close of the school day.

Every student is eligible for bus riding privileges. The school district shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The Armored School District is in the process of installing video cameras.

Students who fail to cooperate fully with the bus driver at all times shall be referred to the building principal. The principal shall inform the parents of the misconduct and require their cooperation in controlling the child's behavior. The principal shall also discipline students as deemed appropriate.

Any student who becomes a serious disciplinary problem on the school bus may have his/her transportation privileges suspended, or terminated. It is at this time the parents of the child involved shall become responsible for seeing that their child get to and from school.

### **Bus Rules**

#### **The following rules apply to riding buses:**

1. Be at the bus stop at the scheduled time.
2. While loading or unloading, enter or leave the bus orderly.
3. While riding on the bus, students are under the supervision of the driver and must obey the driver at all times.

4. Do not change seats while the bus is in motion.
5. If a driver sees fit to assign seats to some or all of the students who ride his/her bus, students will be expected to cooperate fully.
6. Students should not put their hands, arms, heads, or bodies out of the window at any time.
7. Students are not to deface the bus or any school property.
8. Tampering with safety devices will not be tolerated.
9. The school bus is an extension of the school day and all school rules and regulations, which pertain to student conduct in the school, are applicable to student conduct on the bus.
10. If your child rides a regular bus to and from school and you would like for him/her to do otherwise, we ask that you adhere to the following.
  - A. Send a note stating what other bus to ride and where he/she is to go. This includes going home with another student.
  - B. Send a note if your child is going to be a car rider.

**11. Parents must notify the office no later than 2:30 p.m. if their child needs to change their mode of transportation home. This applies to those who ride cars home as well.**

*If we do not hear from you regarding this either by written note or phone, it will be necessary to follow your child's regular schedule.*

### **Medication**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency and instructions for administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warning.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer insulin, an asthma inhaler or auto-injectable epinephrine, and

who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medication to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administrations of the medication (including times.)

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

**\*\*Consent form to be signed and returned is in the back of this handbook.\*\***

### **Head Lice**

The health and well-being of all children is our concern. Therefore, if a student is found to have head lice or nits, his/her parents will be notified. Students will not be allowed to return to school until they have been treated.

### **Dismissal of School**

Should it become necessary to dismiss school due to inclement weather or other perils, the announcement will be made on the Blytheville radio station 96.3 KLCN and KAIT Channel 8 Jonesboro and the AlertNow website based phone system.

### **Emergency Procedures**

In the event of an emergency (tornado, earthquake, etc.) the following procedures will be followed:

1. No student will be dismissed from school unless a parent/guardian comes for him/her.
2. No child will be allowed to leave with another person unless we receive permission from his/her parent.
3. Students must be signed out in his/her classroom before they are allowed to leave campus.
4. Parents should not call the school; phone lines must be open for emergency calls.

5. We are prepared to care for your child in emergency situations. If parents are unable to reach the school, we will provide the best possible care for your child. Armored School District has a number of people with first aid and CPR training.

### **Grievance Procedures**

The following steps will be used in any parental concern, complaint or grievance. The building principal is the person responsible for receiving complaints or grievances.

Step 1: All complaints must be presented in writing within ten days to the elementary principal.

Armored Elementary Principal  
Armored School District  
P.O. Box 99  
Armored, AR 72310  
(870) 763-5600

Step 2: The responsible person will investigate and respond in five days after receiving the written complaint.

Step 3: If not satisfied, the complainant may appeal, in writing, within ten days to the superintendent.

Step 4: Response by the district officer will be given within five days of receiving the written appeal.

The Superintendent is designated as a grievance officer for Act 504.

### **Anti-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 their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who are bullying another person shall be held accountable for their actions whether it occurs on the school grounds, off school grounds 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.

#### **Definition:**

*Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.*

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

1. Sarcastic “compliments” about another student’s personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding a book or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

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

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

The person or persons reporting behavior they consider to be bullying shall not be subject of retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the Student Handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

**Notes:** The Act permits different consequences depending on the age or grade of the bullying student. Example: a student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault. Bullying is against the rules and can get you in trouble, suspended, or expelled. If someone bullies you, or you see someone being bullied, get help by telling an adult.

Consequences:

First offense	Choice of corporal punishment or three days in-suspension, session of anti-bullying with school counselor and parent conference.
Second offense	Five days In-school suspension or three days out-of-school suspension, notification of Sheriff's Department and second parent conference.
Third offense	Three days out-of-school suspension, notification of Sheriff's Department and third parent conference.
Fourth offense	Five days out-of-school suspension, notification of Sheriff's Department and fourth parent conference.
Fifth offense	Ten days out-of-school suspension and recommendation for expulsion.

*\*\*If the actions are severe enough and severe physical harm has occurred, steps may be skipped and more severe punishment administered at the discretion of the administration.*

### **Weapons and Dangerous Instruments**

No students shall possess a weapon, display what appears to be a weapon or threaten to use a weapon while in school, on or about school property, before or after any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their duties are expected.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray, tasers, mace or other noxious spray, explosive, or any instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in the policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian



shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The Armored School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled school.

**The Armored School District shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.**

### **Discipline Policy for Special Education Students**

Armored students with disabilities who violate a code of student conduct are subject to normal school disciplinary rule and procedures so long as such punishment does not abridge the right to free appropriate public education.

The Individual Education Plan (IEP) Team for a student with a disability should consider whether particular discipline procedures should be adopted for that students and included in the IEP.

Special education students may be expelled from school only in emergencies and only for the duration of the emergency. In no case should a student with a disability be expelled for more than ten (10) instructional days in a school year.

If emergency suspension is imposed on a special education student, an immediate meeting with the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's punishment and toward minimizing the harm resulting from the suspension.

Students with an IEP who have been suspended or expelled shall be offered alternate educational programming for the duration of the suspension/expulsion, so they may continue to work toward meeting the goals set forth in their IEP.

**Medication Self-Administration Consent Form**

Print student's name \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, it's possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

\_\_\_\_\_

Parent/Legal Guardian Signature

\_\_\_\_\_

Date

**Glucagon and/or Insulin Administration Consent Form**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools. The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:           Glucagon \_\_\_\_\_           Insulin \_\_\_\_\_

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times).

Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Medication Self-Administration of Rescue Inhalers Consent Form**

Student’s Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- a written statement from licensed a health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student’s parent or guardian and be in the original container properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Epinephrine Emergency Administration Consent Form**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

\_\_\_\_\_

Parent/Legal Guardian Signature

\_\_\_\_\_

Date

**Armored Public School Student Internet Use Agreement**

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

The Armored 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:

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 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. Personally identifying information includes full names, address, and phone number.

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

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

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

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

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

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Legal Guardian Signature

\_\_\_\_\_

Date

**Armored School District**  
**Corporal Punishment Parental Consent Form**

**Student Name:** \_\_\_\_\_

The Armored School Board Policy and the Laws of the State of Arkansas allow the use of corporal punishment as an option in the discipline plan of each school. This form is provided to give you (parent/guardian) the option of whether or not you want to give permission to the school to have corporal punishment as a discipline option available in working with your child. Please complete the form below. ***You may change the status of your child at any time.***

\_\_\_\_\_ **NO, I do not** give my permission for the school to administer corporal punishment to my child.

\_\_\_\_\_ **YES, I give** my permission for the school to administer corporal punishment to my child following School Board Policy and the State Laws of Arkansas.

*If you have chosen YES as your option, please check “yes” or “no” below to confirm your wish to be contacted prior to swats being administered.*

\_\_\_\_\_ **NO, I do not** wish to be contacted prior to corporal punishment being administered to my child.

\_\_\_\_\_ **YES, I do** wish to be contacted prior to corporal punishment being administered to my child.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date



### Armored Public Schools Bus Routes

*Snow routes will be established for the upcoming school year and be posted on the District Web site.*

<b>BUS</b>	<b>AM</b>	<b>PM</b>
<b>3-1-1 Blue</b>	Birchwood	Birchwood RD 126, 128 & 130
<b>3-1-10 Red</b>	Huffman & Hickman	River Bend Duplexes RD 909, RD 889, Huffman & Hickman
<b>3-1-9 White</b>	River Bend Duplexes RD 909, RD 889, River Bend houses RD 917 & Hwy. 312	Delta RD, Birchwood RD 132, 134 & Hwy. 312
<b>3-1-7 Green</b>	Hwy. 18, Delta RD, Country Manor, Wisdom RD & Levee RD	Hwy. 18, Country Manor, Wisdom RD
<b>3-1-8 Black</b>	NO ROUTE	River Bend houses RD 917 & Levee RD

*Bus routes may have to be altered throughout the school year in order to comply with the regulated amount of passengers.*

Armored Elementary School

Master Schedule

2016-2017

	Monday	Tuesday	Wednesday	Thursday	Friday	Physical Activity
<b>Kindergarten</b>	11:30-12:15	11:30-12:15		11:30-12:15	10:00-10:45	
<b>Casey</b>	Library	Music	12:15-1:00 Art	Computer	P.E.	2:05-2:30
<b>Razer</b>	Art	Library	11:30-12:15 Computer	Music	P.E.	2:05-2:30
<b>1<sup>st</sup> Huffman</b>	1:10-1:55 Library	12:15-1:00 Music	11:30-12:10 P.E.	11:30-12:15 Art	1:10-1:55 Computer	2:05-2:30
<b>1<sup>st</sup> Lacer</b>	11:30-12:15 P.E.	12:20-1:05 Computer	11:30-12:15 Music	11:30-12:15 Library	11:30-12:15 Art	2:05-2:30
<b>2<sup>nd</sup> Davies</b>	11:30-12:15 Computer	1:10-1:55 Library	11:30-12:15 Art	12:00-12:45 P.E.	11:30-12:15 Music	2:05-2:30
<b>2<sup>nd</sup> Gilliam</b>	12:20-1:05 Library	11:30-12:15 Art	1:10-1:55 Computer	12:15-1:00 Music	11:30-12:15 P.E.	2:05-2:30

<b>3<sup>rd</sup></b> <b>Burnside</b>	10:35-11:20 Music	10:35-11:20 P.E.	10:35-11:20 Library	10:35-11:20 Art	10:35-11:20 Computer	2:35-3:00
<b>3<sup>rd</sup></b> <b>Nixon</b>	10:35-11:20 P.E.	10:35-11:20 Music	10:35-11:20 Art	10:35-11:20 Computer	10:35-11:20 Library	2:35-3:00
<b>4<sup>th</sup></b> <b>Lindsey</b>	10:35-11:20 Art	10:35-11:20 Computer	10:35-11:20 P.E.	10:35-11:20 Library	10:35-11:20 Music	2:35-3:00
<b>4<sup>th</sup></b> <b>Ruddick</b>	10:35-11:20 Art	10:35-11:20 Computer	10:35-11:20 P.E.	10:35-11:20 Library	10:35-11:20 Music	2:35-3:00
<b>5<sup>th</sup></b> <b>Barnes</b>	12:15-1:00 Music	12:20-1:05 P.E.	12:20-1:05 Library	12:20-1:05 Computer	12:15-1:00 Art	12:00-12:20
<b>5<sup>th</sup></b> <b>Tidwell</b>	12:15-1:00 Art	12:20-1:05 P.E.	12:20-1:05 Computer	12:20-1:05 Library	12:15-1:00 Music	12:00-12:20
<b>6<sup>th</sup></b> <b>Hopper</b>	12:20-1:05 P.E.	12:20-1:05 Library	12:15-1:00 Music	12:15-1:00 Art	12:20-1:05 Computer	12:00-12:20
<b>6<sup>th</sup></b> <b>Moody</b>	12:20-1:05 P.E.	12:20-1:05 Library	12:15-1:00 Music	12:15-1:00 Art	12:20-1:05 Computer	12:00-12:20
<b>GT</b> <b>Harms</b>	<b>K Razer</b> 10:00-10:30 <b>K Casey</b> 10:30-11:00 <b>4-5<sup>th</sup> grade</b> 2:15-3:05	<b>1<sup>st</sup> Huffman</b> 10:00-10:30 <b>1<sup>st</sup> Lacer</b> 10:30-11:00 <b>6<sup>th</sup> grade</b> 2:15-3:05	<b>2<sup>nd</sup> Gilliam</b> 10:00-10:30 <b>2<sup>nd</sup> Davies</b> 10:30-11:00 <b>4-5<sup>th</sup> grade</b> 2:15-3:05	<b>3<sup>rd</sup> Nixon</b> 10:15-10:45 <b>6<sup>th</sup> grade</b> 2:15-3:05	<b>3<sup>rd</sup> Burnside</b> 10:15-10:45 <b>4<sup>th</sup>-6<sup>th</sup></b> 2:15-3:05	

# Armorel Elementary School

## Student Enrollment Form *Student Information*

First Name	Middle Name	Last Name	Suffix (Jr., III, etc.)
------------	-------------	-----------	-------------------------

Gender:  Male

Nickname(Opt.): \_\_\_\_\_ Female \_\_\_\_\_ Grade: \_\_\_\_\_

Hispanic/Latino Ethnicity:

Birthdate: \_\_\_\_\_ SSN(Opt.): \_\_\_\_\_ Yes  No

**Primary Race (Please Select only ONE):**

- American Indian or Alaska Native:** *A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment*
- Asian:** *A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam*
- Black or African American:** *A person having origins in any of the black racial groups of Africa*
- Native Hawaiian or Other Pacific Islander:** *A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands*
- White:** *A person having origins in any of the original peoples of Europe, Middle East, or North Africa*

**Additional Races (check all that apply):**

\_\_\_\_\_ American Indian/Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_ Black/African Amer. \_\_\_\_\_ Native Hawaiian/Other Pac. Isl. \_\_\_\_\_ White

**Primary Language Spoken At Home:** \_\_\_\_\_

Student Physical (911) Address	Student Mailing Address
Address: _____ Apt: _____  City: _____ State: _____ Zip: _____	<input type="checkbox"/> <i>Mailing Address is same as Physical (911) Address</i>  Address: _____ Apt: _____  City: _____ State: _____ Zip: _____

Student Home  
Phone: \_\_\_\_\_

Student Cell  
Phone(Opt): \_\_\_\_\_

Student Work  
Phone(Opt): \_\_\_\_\_

Student eMail Address(Opt): \_\_\_\_\_

<p><b>Primary Travel To School</b> (Please Check One)</p> <p>____ Bus</p> <p>____ Drives Self</p> <p>____ Parent/Guardian(<i>includes walkers, child care vans, etc.</i>)</p>	<p><b>Primary Travel From School</b> (Please Check One)</p> <p>____ Bus</p> <p>____ Drives Self</p> <p>____ Parent/Guardian(<i>includes walkers, child care vans, etc.</i>)</p>
---	---

City of \_\_\_\_\_ State of \_\_\_\_\_ Birth \_\_\_\_\_  
 Birth: \_\_\_\_\_ Birth: \_\_\_\_\_ Country: \_\_\_\_\_

Birth \_\_\_\_\_ Is this student a twin (triplet, quadruplet, etc.):  Yes  No  
 Certificate#: \_\_\_\_\_

Is this student a dependent of an active or reserve member of a branch of the United States Armed Services:  Yes  No

*If this student resides in a household with an active or reserve member of the U.S. Armed Services, please select the branch below.*

____ Active Duty – US Army	____ Active Duty – US Air Force	____ Active Duty – US Navy	____ Active Duty – US Marine Corps
____ Active Duty – US Coast Guard	____ Reserves – US Army	____ Reserves – US Air Force	____ Reserves – US Navy
____ Reserves – US Marine Corps	____ National Guard – US Army	____ National Guard – US Air Force	____ Serve in Multiple Branches

**Pre-School Participation**

*Please indicate the type of pre-school program in which the student participated.*

____ Public School Pre-School	____ HeadStart	____ Did Not Attend Pre-School
____ Private Pre-School	____ Even Start	____ Attended Pre-School, But Unsure of Type <input type="checkbox"/> <input type="checkbox"/>
____ Arkansas Better Chance	____ Early Childhood	____ 21 <sup>st</sup> Century Community Learning Center

Has this student met the requirements of the Arkansas State Health Laws necessary to enter school:    Yes    No

### Parent/Guardian Information

**NOTE: Complete a separate information block for each individual Parent or Guardian.  
List Parents or Guardians in preferred contact order**

<b>Parent/Guardian 1</b>
Name: _____
Relationship to Student: _____
<input type="checkbox"/> Student resides with this guardian a majority of the time
Mailing Address: _____ Apt: _____
City _____ State: _____ Zip: _____
eMail Address: _____
Home Phone: _____ Cell Phone: _____
Alert Phone: _____
<i>Alert Phone will be the number called by the district's automated phone messaging system.</i>
Employer: _____
Work Phone: _____
Guardians' Primary Language _____
<input type="checkbox"/> This guardian is connected with multiple students currently enrolled in the Armored School District

<b>Parent/Guardian 2(Opt.)</b>
Name: _____
Relationship to Student: _____
<input type="checkbox"/> Student resides with this guardian a majority of the time
Mailing Address: _____ Apt: _____
City _____ State: _____ Zip: _____
eMail Address: _____
Home Phone: _____ Cell Phone: _____
Alert Phone: _____
<i>Alert Phone will be the number called by the district's automated phone messaging system.</i>
Employer: _____
Work Phone: _____
Guardians' Primary Language _____
<input type="checkbox"/> This guardian is connected with multiple students currently enrolled in the Armored School District

<b>Parent/Guardian 3(Opt.)</b>
Name: _____
Relationship to Student: _____
<input type="checkbox"/> Student resides with this guardian a majority of the time
Mailing Address: _____ Apt: _____
City _____ State: _____ Zip: _____
eMail Address: _____

<b>Parent/Guardian 4(Opt.)</b>
Name: _____
Relationship to Student: _____
<input type="checkbox"/> Student resides with this guardian a majority of the time
Mailing Address: _____ Apt: _____
City _____ State: _____ Zip: _____
eMail Address: _____

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alert Phone: \_\_\_\_\_

*Alert Phone will be the number called by the district's automated phone messaging system.*

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Guardians' Primary Language \_\_\_\_\_

This guardian is connected with multiple students currently enrolled in the Armorel School District

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alert Phone: \_\_\_\_\_

*Alert Phone will be the number called by the district's automated phone messaging system.*

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Guardians' Primary Language \_\_\_\_\_

This guardian is connected with multiple students currently enrolled in the Armorel School District

**Emergency Information**

**Emergency Contact Information** (Contacts other than Guardians to be called in case of Emergency if Guardians are unreachable)

Contact Order	Contact Name	Relationship to Student	Phone #	Phone Type (Home, Work, Cell, etc.)
1				
2				
3				
4				
5				

Physician: \_\_\_\_\_ Physician: \_\_\_\_\_

Physician Phone: \_\_\_\_\_ Physician Phone: \_\_\_\_\_

Please list any medical concerns, allergies and/or medications for this student: \_\_\_\_\_

\_\_\_\_\_

If you give permission for your child to **receive Tylenol**, please sign below.

Student's name \_\_\_\_\_ Parent /Guardian \_\_\_\_\_ Date \_\_\_\_\_

*It is the parent's responsibility to notify the school if this information changes during the school year.*

=====

**MEDICAL POLICY GUIDELINES:**

1. The medication must be in the original container with child's name on the prescription
2. No medication to be given three (3) TIMES DAILY OR LESS WILL ADMINISTERED AT SCHOOL UNLESS DESIGNATED TIMES ARE PRESCRIBED.
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 the consent form must be signed BEFORE any medication will be given at school. Permission for long-term medication must be renewed at the beginning of each year.

=====

**MEDICATION ADMINISTRATION RELEASE FORM (this only applies to students currently taking prescribed medicine)**

I request that you give medication to my child during the school day in accordance with School Board policy printed below. You are authorized to delegate this authority to another person if so desired. I will not hold the school staff responsible for any undesired reaction which may occur from the medication. Handwritten notes are NOT acceptable.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time(s) to be given: \_\_\_\_\_

For treatment of \_\_\_\_\_

Please list names of anyone other than listed guardians who should be allowed to check-out/pick up this student from school.

\_\_\_\_\_

\_\_\_\_\_

Please list names of anyone who should **NOT** be allowed to check-out/pick up this student from school.

\_\_\_\_\_

\_\_\_\_\_

***Student Transfer Information***

Name of Last School

Attended: \_\_\_\_\_

Address: \_\_\_\_\_



City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone# \_\_\_\_\_

Has this student been expelled from school in any other school district, or is the child a party to an expulsion proceeding:

Yes  No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Entry Date: \_\_\_\_\_ Homeroom: \_\_\_\_\_ GT: \_\_\_\_\_ Migrant: \_\_\_\_\_ M/V Act: \_\_\_\_\_

Entry Code: \_\_\_\_\_ Residency: \_\_\_\_\_ SPED: \_\_\_\_\_ 504 Plan: \_\_\_\_\_ Meal Status: \_\_\_\_\_

Curriculum: \_\_\_\_\_ Sch. Choice LEA: \_\_\_\_\_ ESL: \_\_\_\_\_ IMMIG: \_\_\_\_\_ P/T ADM%: \_\_\_\_\_

**PROOF OF RESIDENCE**

\_\_\_\_ Own home

\_\_\_\_ Rent (receipt attached)

\_\_\_\_ copies of two (2) UTILITY BILLS(electric, gas or water) in Parent's name at above address

The following signature assures that the above student is physically present and maintains a permanent place of abode in the Armored School District for an average of no fewer than four (4) calendar days and nights per week for a primary purpose of school attendance as required by state law.

Any person who knowingly gives a false residential address for purposes of public school enrollment shall be guilty of a violation and subject to a fine. (Section 6-18-202 of the AR. State Code)

Pursuant to ACT 663 of 1999, I hereby attest under oath that the information given in above is true and correct. I understand that any person who knowingly provides a false address for the purpose of school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500). I also understand that any person who unlawfully enrolls a student in a non-resident school district for more than nine (9) school days shall be liable at a rate of one hundred dollars (\$100) per day to the school district of the student's residence.

I do hereby certify living at the above mentioned address:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian

Date

### **Armored School District Parental/Community Involvement Policy**

The Armored School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents and the community. To achieve such ends, the district shall work to:

1. Involve the parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers and Even Start;
4. Explain to parents and the community the State's content and achievement standards, state and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
6. Educate district staff with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.

The Armored School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating student, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parent's right to be involved in the education of their child.

The Armored School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

### **Armored Elementary School Parental/Community Involvement Policy**

The Armored Elementary School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Armored Elementary shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the schools shall work to:

1. Involve the parents and the community in the development of the long range planning of the district;
2. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers and Even Start;
3. Explain to parents and the community the state's content and achievement standards, state and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
5. Educate school staff with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our district;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

The School shall develop a compact that outlines the responsibilities of parents, students and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

To ensure the continued parental/community involvement improvement, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review committee will consist of parents and other community members, certified and classified school employees and members of the administration.

# Armorel Elementary School

## Compact



The Armorel School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act, agree that this compact outlines how the stakeholders\* 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 assist children in achieving the State's high standards. The school-parent compact is in effect during the 2016-2017 school year.

The Armorel School district will

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement by differentiating instruction to meet each child's needs and by creating an environment that allows for staff, parents, and students to work collaboratively.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Conferences will be held during the fifth week of school and during the first week of the fourth nine week grading period to help parents and students identify areas of strength and develop plans to address areas of challenge
3. Provide parents with frequent reports on their children's progress. Progress reports will be sent home every four and one-half weeks, and grades will be posted on eschool on a weekly basis.
4. Provide parents reasonable access to staff. Parents may schedule meetings with any staff member by calling 870-763-5600 for the Elementary Office.
5. *Foster a welcoming and positive learning environment for students and parents.*

\*Our district stakeholders: parents, students, principals, teachers, para-professionals, interventionists, custodial staff, bus drivers and cafeteria staff, as well as business and industry partners from our local community.



**"Earning Our Stripes"**  
 Striving Toward Raising Achievement  
 Involving Parents, Educators & Students

THE STUDENT PLEDGE	THE TEACHER PLEDGE	THE PARENT PLEDGE
<p>I understand that my education is very important to my future, and will help me become a successful and productive person. I know that by working hard now, I will be prepared for college and/or a future career. I will commit to</p> <ul style="list-style-type: none"> <li>• Arrive at school on time every day unless I am ill</li> <li>• Complete and turn in class work and homework on time, every day</li> <li>• Return letters, corrected work, and other school materials from my parents/guardians</li> <li>• Be respectful of others in my classroom, on the bus and at school</li> <li>• Believe in myself and always try to do my best work and be on my best behavior</li> </ul> <p>Each of these responsibilities speaks to my commitment to learn and become the best person, student, and leader I can.</p> <p>Student Signature: _____</p> <p>Date: _____</p>	<p>I understand the importance of creating a classroom that knows no limits to the academic success of each student. I will do the following to show my personal commitment to the academic, social, physical, and all-around success of each student under my instruction</p> <ul style="list-style-type: none"> <li>• Show respect for your child and your family</li> <li>• Come to class prepared to teach</li> <li>• Provide a safe environment conducive to learning</li> <li>• Help your child grow to his/her fullest potential</li> <li>• Enforce school and classroom rules fairly and consistently.</li> <li>• Maintain open lines of communication with you and your child through the school web page, online grades, teacher blogs, newsletters, and/or messages from the school</li> <li>• Demonstrate professional behavior and a positive attitude</li> </ul> <p>Teacher Signature: _____</p> <p>Date: _____</p>	<p>I understand that my child's education today will greatly influence his or her success in the future. I am committed to supporting my child in the following ways</p> <ul style="list-style-type: none"> <li>• Make sure that my child is on time and strives for 100 percent attendance and I will contact the school if my child will be absent.</li> <li>• Establish a time and place for homework and work with my child to have homework ready to turn in on time</li> <li>• Monitor the amount of screen time my child uses and ensure that my child has adequate rest each night</li> <li>• Support the school by volunteering, attending meetings, and events when possible</li> <li>• Check with my child daily for information sent from school and to read and respond when necessary. Monitor online grades, relevant information provided through the school web page, teacher blogs and/or newsletters</li> </ul> <p>Parent Signature: _____</p> <p>Date: _____</p>