

Armored Elementary School



Student Handbook

2026 -2027

“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.

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Welcome

We would like to take this opportunity to welcome you to Armorel Elementary School. This handbook is provided for the purpose of sharing the policies and procedures of Armorel 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 Armorel 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 Armorel Elementary, we celebrate our diversity and our similarities as we ready our students for success in a global society.

Daily Schedule

7:20 -7:40 Student Arrival & Tardy Bell

7:50 Pledge & Moment of Silence

Lunch times

11:00-11:30 PreKindergarten-2nd

11:40-12:10 3rd-6th

3:55 Car rider/bus rider/walker dismissal

The school day begins at 7:40 a.m. The main entrance to the building will open at 7:20 a.m. All students will report to the cafeteria upon arrival. Students arriving at school after 7:40 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 crosswalk when they escort their child into the building.

The school day ends at 3:55 p.m. with the dismissal of car riders, followed by bus rider/walker students. All car riders shall be picked up at the main entrance door no later than 4:00 PM. Students will load the bus on the east side of the cafeteria.

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 unexcused 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 missed work. 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.

Excused Absences

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

1. The student's illness or when attendance could jeopardize the health of other students.
2. Death or serious illness in their immediate family. Three (3) days will be excused. Special circumstances will be determined by the Administration.
3. Observance of recognized holidays observed by the student's faith
4. Attendance at an appointment with a government agency
5. Attendance at a medical appointment with a physician's note stating the date and time of the appointment.
6. Exceptional circumstances with prior approval of the principal
7. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion. Excessive absences shall not be ok a reason for expulsion or dismissal of a student.

When a student has accumulated 5 unexcused absences in a semester, his/her parents, or guardians shall be notified. Notification shall be by telephone by the end of the school day in which the absence occurred or by regular mail sent no later than the following school day.

Whenever a student exceeds TEN (10) unexcused absences in a semester:

- **The District shall notify the prosecuting authority and the parent or guardian shall be subject to a civil penalty as prescribed by law.**
- **The student will not be allowed to go on school related trips during the school day of that semester because of the class time missed from absences.**

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

Incentive Program for Perfect Attendance

An incentive program for school attendance shall be implemented as follows:

- Each quarter, all students with perfect attendance (neither absent nor tardy) will be awarded an activity ticket for the following quarter to permit free admission to all school activities that occur at Armored High School.

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, transportation change, 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 1st** of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved Kindergarten 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 1st 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 students must provide results from a nationally recognized norm-referenced assessment taken within the past year, or they will be assessed by the District for grade placement. 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 1st**. 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.

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Academic Progress

During each grading period, parents will be notified by a hand carried report of their child's progress following the 5th week. Report cards will be issued at the end of each nine week grading period. At least once each semester, the parents and teachers of students in kindergarten through the eighth grade shall be notified in writing of the student's independent grade-level equivalency in reading. Beginning with the 2018-19 school year, each student shall have a Student Success Plan (SSP) developed by school personnel to fully support each student.

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 Student Success Plan (SSP) for 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 SSP shall be retained and shall not be promoted to the next appropriate grade until:

(A) The student is deemed to have participated in a Student Success Plan; or (B) The student passes the state-mandated assessments for the current grade level in which the student is retained.

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

Smart Core Policy

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade. A review of the requirements of Smart Core and course of study for graduation will be provided to parents and students by the handbook, annual public meeting, by school counselors and a newsletter to ensure an informed understanding of the Smart Core curriculum and courses necessary for graduation. Students must pass an ADE approved civics test in order to graduate. The District shall offer one or more digital learning courses. In grades 10-12, all students shall cover the Personal & Family Finance Standards by receiving credit for:

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

- A computer science flex credit may be taken in the place of a fourth math credit.

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 a computer science flex credit may be taken in place of a third science credit.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit **Note:** While one-half ($\frac{1}{2}$) 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 ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) 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.⁷

Fine Arts: one-half ($\frac{1}{2}$) 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. A student who enlists in a branch of Armed Forces or National Guard shall receive two units of the Career Focus graduation requirements.

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) 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) • A computer science flex credit may be taken in the place of 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 a computer science flex credit may be taken in the place of

a third science credit.

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

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. A student who enlists in a branch of Armed Forces or National Guard shall receive two units of the Career Focus graduation requirements.

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 for 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 a school that is not accredited by the Department of Education or home schooled without providing results from a nationally recognized norm-referenced assessment

taken within the past year, to determine that student's proper placement in the school.

Students transferring to the Armored School District from a home school without the required documentation 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.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior. 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

- Well-balanced, nutritious breakfast is available for \$1.50.
- Adult breakfast cost \$1.90.
- Lunch cost for students in grades is \$3.00.
- Adult lunch cost is \$3.50.
- o Armored School District does participate in the free/reduced breakfast and lunch program. Forms are available through the office or Mrs. Gina Warhurst, Food Services Director.
- o Walk when going to the cafeteria
- o Use the crosswalk when walking to the cafeteria
- o Get in line and stay in place
- o You must have your lunch card when entering the lunch line, if you do not have your lunch card, you must go to the back of the line.
- o Be courteous to all school personnel helping in 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 cover the student's midriff and back.
2. Extremely short skirts, shorts, or dresses may not be worn; including ripped pants that show skin three inches 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
3. Clothing that fits too tightly.
4. Clothing with questionable advertising or endorsing such things as alcohol, drugs, tobacco, or offensive language.
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.
7. Students will not wear spandex clothing unless the buttocks are covered by a shirt, dress etc. However, shorts must be visible.

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 the Armorel School District in a manner that shows respect for 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. Armorel 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 Armorel 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 Armorel 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.

Armorel Student Discipline

Fighting/Participation

Fighting will be defined as a physical conflict involving two or more parties where there is a physical exchange of blows.

- 1st Offense- K-2 Loss of privilege
3-6 2 day of In School Suspension (ISS)
- 2nd Offense- K-2 1 day ISS
3-6 3 day ISS
- 3rd Offense- K-2 1 day Out of School Suspension (OSS)
3-6 2 day OSS

Insubordination

Each student will comply with reasonable directions or commands of teachers, substitute teachers, teachers' aides, principals, administrative personnel, school bus drivers, or any other authorized personnel.

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Each student will comply with reasonable directions or commands of teachers, substitute teachers, teachers' aides, principals, administrative personnel, school bus drivers, or any other authorized personnel.

1st Offense- K-2 Loss of privilege

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2nd Offense- K-2 1 day ISS

2nd Offense- K-2 1 day ISS

3rd Offense- K-2 1 day Out of School Suspension (OSS)

3rd Offense- K-2 1 day Out of School Suspension (OSS)

<u>Misconduct on School Bus</u> Each student should obey the policy outline.

<u>Misconduct on School Bus</u> Each student should obey the policy outline.

1st Offense-Warning and loss of privilege

2nd Offense-1 Day Bus suspension

3rd Offense-3 Day Bus suspension

4th Offense-5 Day Bus suspension

5th Offense-All Year suspension

<u>Bullying/Cyberbullying</u>	
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 the Sheriff's Department and fourth parent conference.
Fourth Offense	Five days out-of-school suspension, notification of the Sheriff's Department and fourth parent conference.
Fifth Offense	Ten days out-of-school suspension and recommendation for expulsion.
See policy for additional details.	

Bullying/Cyber Bullying

- See policy below

Tier One	
Actions	Examples of Discipline
<u>Disruption of Class</u> A student will not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.	• Teacher Discipline • Loss of privilege • Corporal punishment • 1 Day ISS • 2 Days ISS • 3 Days ISS • 5 Days ISS • 1 Day OSS • 3 Days OSS
<u>Yelling/Shouting/Shoving/Horseplay/Running</u> Avoid loud conversation, shouting, yelling, running, pushing, shoving, etc.	
<u>Verbal Assault of Students</u> A communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the statement.	
<u>Battery</u> Battery will be defined as one party applying malicious force, directly or indirectly, causing bodily injury to another party.	
<u>Cell Phone/Electronic Abuse</u> Students should obey the cell phone policy outlined.	
<u>Misconduct in Cafeteria</u> Students should obey the policy outline.	
<u>Profanity/Obscene Gestures</u> • A student shall not use profane, violent, vulgar, abusive or insulting language at any time. • A student shall not use physical gestures to convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.	

Tier Two	
Actions	Examples of Discipline
<u>Any Incident That Abruptly Disrupts the Classroom Environment</u> A student will not engage in behavior which produces situations in which instruction or activities of other students are adversely affected.	• Corporal punishment • 1 Day ISS • 2 Day ISS • 3 Days ISS • 5 Days ISS • 3 Days OSS • 5 Days OSS • ALE
<u>PDA</u> Inappropriate contact is strictly forbidden.	
<u>Malicious Profanity/Obscene Gestures</u> • A student shall not use profane, violent, vulgar, abusive or insulting language at any time. • A student shall not use physical gestures to convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.	

<u>Academic Dishonesty</u> Any type of cheating that occurs in relation to a formal academic exercise. Forms of cheating include but are not limited to plagiarism, bribery, misrepresentation, or fabrication.	
<u>Disrespect of Staff or Students</u>	
<u>Stealing/Theft of Less than \$25 Value</u> • A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel. • A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.	
<u>Inappropriate Use of School Technology</u> • School issued computers are to be used for learning in and out of the classroom. • Students who are caught using the computers in any way not conducive to learning are subject to punishment.	
<u>Prohibited Items/Actions</u> • Items that depict or suggest drug/alcohol use • Profane items • Blankets, stuffed animals and pillows • Laser Pointers • Lighters • Selling of food or other items • No food or drink in the classroom. Exception: Students may have bottled water still in its label, commercial container. • Personal drink containers need to be spill proof and contain only water. This is to protect the school furniture and technology from spills.	
<u>Teacher Removal of Student from Classroom</u> • Students should obey the policy on page	
<u>Fighting/Participation/Filming/Antagonizing</u> • Fighting will be defined as a physical conflict involving two or more parties where there is a physical exchange of blows	

<u>Tier 3</u>	
<u>Actions</u>	<u>Examples of Discipline</u>
<u>Possession of Drug Paraphernalia without the presence of drugs</u>	• 2 Days of ISS • 3 Days of ISS • 5 Days of OSS • 10 Days of OSS with the Recommendation of Expulsion
<u>Tobacco Possession/Electronic Cigarette/JUUL/CBD Substance</u> • Armored High School is a smoke free environment. This applies to	

using tobacco in any form, such as smoking, chewing, or dipping. • Students are not to carry tobacco in any form on the school grounds or while attending any school sponsored activities. • Students are also prohibited by Arkansas Law (ACT 279 of 1977) from smoking or using smokeless tobacco on a bus. • Students are also prohibited by Arkansas Law (ACT 1099) to have electronic cigarettes on public school property.	
<u>Possession of a Prescription Drug without Office Permission or Knowledge</u>	
<u>Fighting/Participation/Filming/Antagonizing</u> • Fighting will be defined as a physical conflict involving two or more parties where there is a physical exchange of blows.	
<u>Bullying/Cyber Bullying</u> • See policy below	
<u>Verbal Assault of Student or Staff Member</u> • A student who commits verbal assault upon a member of the faculty or staff of the Armored School District will be turned over to local authorities.	

<u>Tier Four</u>	
<u>Actions</u>	Examples of Discipline
<u>Bomb Threats</u> • See Policy	• 5 Days OSS • 10 Days of OSS with the
<u>Gun Threats</u> • See Policy 4.22	

<u>Possession of a Weapon</u> See Policy 4.22	Recommendation of Expulsion
<u>Possession of Illicit Drugs</u> - No student in the Armored School District shall, possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance defined in this policy, or what the student represents or believes to be a substance defined in this policy. - This policy applies to any student who is on or about school property; is attending school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is in route to or from school or any school sponsored activity. - Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," or any controlled substance. - Selling, distributing, possessing, or attempting to sell, distribute, or using over-the-counter- or prescription drugs not in accordance with the recommended dosage is prohibited.	Recommendation for expulsion
<u>Assault of a Staff Member/Student</u> A student will not threaten or attempt to cause injury or physical harm to another student. A student will not verbally threaten or harass another student or verbally provoke another student into a fight. A student will not strike or hit another student.	
<u>Sexual Assault</u> See Policy 4.27	
<u>Sexual Activities on Campus</u> - Students are prohibited from performing or participating in any sexual activity on school grounds, regardless if school is in session. - This includes, but is not limited to, school buildings, gymnasium, school buses, athletic fields, track, cafeteria, school trips and school parking lot.	
<u>Selling of Prescription Drugs</u> - No student in the Armored School District shall, possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance defined in this policy, or what the student represents or believes to be a substance defined in this policy. - This policy applies to any student who is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any	

reason and returns to the campus; is in route to or from school or any school sponsored activity. - Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," or any controlled substance. - Selling, distributing, possessing, or attempting to sell, distribute, or using over-the-counter- or prescription drugs not in accordance with the recommended dosage is prohibited.	
<u>Possession of Prescription Drugs without a Prescription</u> - No student in the Armored School District shall, possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance defined in this policy, or what the student represents or believes to be a substance defined in this policy. - This policy applies to any student who is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is in route to or from school or any school sponsored activity. - Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LAD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," or any controlled substance. - Selling, distributing, possessing, or attempting to sell, distribute, or using over-the-counter- or prescription drugs not in accordance with the recommended dosage is prohibited.	
<u>Stealing/Theft of More than \$25 Value</u> - A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel. - A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.	
<u>Any arrestable offense on campus that comes with a felony charge</u> - Any student who commits a felony will be subject to discipline by the school, regardless of how law enforcement proceeds with the case. - School punishment is independent of legal action.	

<u>Extortion</u> • A student will not cause or attempt to cause damage to or steal or attempt to steal school property of another student, any member of the staff, or other school personnel. • A student will not obtain something of value from another person either by physical force or by threats, which are considered illegal acts.	
<u>Indecent Exposure</u> • A student shall not commit indecent exposure in school nor shall a student make improper sexual advances toward another person. Students violating this rule shall be recommended for expulsion. (Ark. Stat. 5-14-111, 5-14-112)	
<u>Loitering by Students Suspended from School</u> • A student suspended from school is prohibited from being in any school building or on any school grounds during the time of his/her suspension unless a prearranged conference has been held with the principal or his/her designee. • Additional discipline for this offense will be added at the end of the suspension for the earlier offense.	
<u>Violent Gang Activity</u> • Students are not to participate in gang-like behavior while on campus. • This behavior can be defined as any behavior done in a group against an individual or smaller group, with the intent to harass, strike fear into, or physically harm another student or group of students/staff • Groups doing damage to school property or personal property will also be considered as performing gang activity.	

Corporal Punishment

Any certified employee of the Armorel 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 witnesses, and to cross-examine. The decision of the 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. Out-of-school suspension occurs if a student poses a physical risk to themselves or others, causes a serious disruption that cannot be addressed through other means or is the act of bringing a firearm on school campus. 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 a student poses a physical risk to themselves or others, causes a serious disruption that cannot be addressed through other means or is the act of bringing a firearm on school campus.

TEACHERS' REMOVAL OF STUDENT FROM CLASSROOM

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principals or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment in accordance with Policy 5.26—ALTERNATIVE LEARNING ENVIRONMENTS;
4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher; The school counselor; The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and The student, if appropriate.

However, the failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

The possession and use of cell phones

In accordance with Act 122, “Bell to Bell, No Cell Act”, Armored School District’s cell phone policy is listed below:

No personal electronic device (cell phones, smart watches or similar electronic communication devices) may be used on campus during the school day. **Personal electronic devices should be turned off and put out of sight.** Electronic devices include: *cellular telephone; paging device; beeper; mobile telephone that offers advanced computing and internet accessibility; digital media player; portable game console; tablet, notebook, or laptop computer; digital camera; and digital video or audio recorder; smart watch; and any device that can connect and transmit data through Bluetooth technology;*

Any medical exceptions/accommodations for IEP/504/ELL Plans that require the use of a cell phone must be communicated from the school nurse and administration to staff. Individual plans will be developed.

Use of an electronic device is permitted to the extent it is approved in a student’s IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school 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 the school's administration office by the student’s parents or guardians.

- First Offense - cell phone is taken to the office and picked up by the student at the end of the day.
- Further Offenses - cell phone is taken and a parent/guardian must come pick up the phone.
- 3rd offense and beyond will fall under Tier Two Consequences, along with parent/guardian retrieval of the device.

Testing Cell Phone Policy

During testing teachers may take up phones and put them where they will not be a distraction.

Cell phones ringing or making noise during the test is a state testing violation.

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 gets 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.

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.

Bullying is repeated, one way harassment. (Repeated = More than once. One-Way = If your child participated in any part of the disagreement or events, it becomes a social conflict.)

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.
11. Sexual harassment as governed by policy 4.27 and/or
12. Teasing or name-calling related to sexual characteristics or that an individual is not conforming to expected gender roles.

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 to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. 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, num-chuks, 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.

Threats/False Alarm

A student who issues a bomb threat or any other threat to the health and safety of students and employees or who reports a false alarm will be a violation.

***Communicating a False Alarm**

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false and knowing that it is likely:

- To cause action of any sort by an official or volunteer agency organized to deal with emergencies; or
- To place any person in fear of physical injury or himself or herself or another person or of damage to his or her property of that of
- another person; or
- To cause total or partial evacuation of any occupied structure, vehicle, or vital public facility. Communicating a false alarm is a Class D felony if:
 - Physical injury to a person results; or
 - The false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.
 - Otherwise, communicating a false alarm is a Class A misdemeanor.

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 on 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.

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 several 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.

Discipline Policy for Special Education Students

Armored students with disabilities who violate a code of student conduct are subject to normal school disciplinary rules and procedures so long as such punishment does not abridge the right to free appropriate public education. Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

The Individual Education Plan (IEP) Team for a student with a disability should consider whether discipline procedures should be adopted for that student 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

Armored Elementary School

Armored Public School Student Internet & Technology Device User 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. Email Communication: The Student agrees to use the school provided email account via Google Gmail for school purposes only. Students understand that their school email account should be used for school related communication only. If students use their school email account for any communication other than school related events, disciplinary action could result.

4. 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.]

5. “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, copyright, and use of encryption software or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- f. posting anonymous messages on the system;
- g. wasteful use of limited resources provided by the school including paper;
- h. causing congestion of the network through lengthy downloads of files;
- i. vandalizing data of another user;
- j. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- k. gaining or attempting to gain unauthorized access to resources or files;
- l. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization, or creating a false account;
- m. invading the privacy of individuals;

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- n. 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.
- o. using the network for financial or commercial gain without district permission;
- p. theft or vandalism of data, equipment, or intellectual property;
- q. attempting to gain access or gaining access to student records, grades, or files;
- r. introducing a virus to, or otherwise improperly tampering with the system;
- s. degrading or disrupting equipment or system performance;
- t. creating a web page or associating a web page with the school or school district without proper authorization;
- u. providing access to the District’s Internet Access to unauthorized individuals;
- v. failing to obey school or classroom Internet use rules; or
- w. 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.
- x. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

6. 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.

7. 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.

8. 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.

9. 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

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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.

_____ 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. I understand that I will be contacted prior to the administration of corporal punishment.

Parent/Legal Guardian Signature Date

Armored Elementary School

Armored Public Schools Bus Routes

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

BUS	AM	PM
1	Hwy. 18 East, Delta RD & Country Manor Huffman & the Levee	Hwy. 18 East, Delta RD & Country Manor Huffman & the Levee

2	Birchwood, NCR 909 & 889	Birchwood, NCR 909 & 889
3	137 Spur,	

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

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