

Piggott Schools



**Parent-Student
Elementary Handbook
2019-2020**

PIGGOTT HIGH SCHOOL

“ALMA MATER”

Hail to the Red

And Black

Hail Piggott High

Hail Alma Mater

Ours ‘til we die

We love no other

All together we

Dear Piggott High

School

VICTORY!

PLEDGE OF ALLEGIANCE

“I pledge allegiance to the Flag of
The United States of America, and to
The Republic for which it stands, one
Nation under God, indivisible, with
Liberty and justice for all”

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2019 - 2020 School Year

FIRST SEMESTER

AUGUST 9 th	Pre-School Workshops
AUGUST 14 th	First Day for Students
SEPTEMBER 2 nd	Labor Day
OCOTBER 16 th	End of 1 ST Quarter (45 Days)
OCOTBER 17 th	2 nd Quarter Starts
OCTOBER 22 nd	Dismiss at 3:15 PTC 3:30-7:00
OCTOBER 25 th	No School
NOVEMBER 25-29 th	Thanksgiving Break
DECEMBER 18-20 th	Semester Tests
DECEMBER 20 th	End of 2 nd Quarter (41 Days)
DECEMBER 23 - JANUARY 3 rd	Christmas Break

TOTAL 1st SEMESTER - 86 DAYS

SECOND SEMESTER

JANUARY 6 th	2 nd Semester Begins
JANUARY 20 th	No School - Martin Luther King Day
FEBRUARY 17 th	No School - President's Day
MARCH 10 th	End of 3 rd Quarter (45 Days)
MARCH 11 th	4 th Quarter Starts
MARCH 19 th	Dismiss at 3:15 PTC 3:30-7:00
MARCH 23-27 th	Spring Break
APRIL 10 th	No School - Good Friday
MAY 22 th	Last Day for Students
MAY 26 th	Last Day for Teachers
	End of 4 th Quarter (47 Days)

TOTAL 2nd SEMESTER - 92 DAYS

Students - 178 Days
Teachers - 190 Days

*** The first day to report will be August 3rd. Teachers will be responsible for getting 3 days during the summer on their own.**

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TENTATIVE TESTING CALENDAR 2019 - 2020

Sept. 2 - Sept. 27K - 2nd, Renaissance STAR window

Nov. 18 - Dec. 20K - 2nd, Renaissance STAR window

March 30 - April 24.....K - 2nd, Renaissance STAR window

Feb. 25..... 11th grade, ACT, paper version

March 31 11th grade, ACT paper makeup

Sept. 9 - Dec. 20.....Fall DLM ELA, Math and Science

Jan. 27 - March 6 English Learners K-12

Feb. 3 - May 8..... Spring DLM ELA, Math and Science

April 6 - May 8 Grades 3 -10, ACT Aspire window

**** I will update & send out later with final dates.**

BOARD OF EDUCATION

Piggott Public School complies with all applicable state and federal regulations regarding equality, equity, and civil rights as they pertain to students, employees, and patrons. It is the policy of the Piggott School District not to discriminate on the basis of sex, race, color, national origin, creed, age or disability in its educational programs, activities, or employment policies as required by Title VI, Section 601, and Title VII of the Civil Rights Act of 1964 as amended, Title IX, Section 901, Educational Amendments of 1962, Order 11246 as amended, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with equal opportunity, equity, race, and civil rights laws and regulations, and assistance in filing a 505 referral, or grievance, or other related information may be directed to the equity coordinator, Piggott Public School, Piggott, AR 72454. Phone 870-598-2572.

Barry DeHart, Superintendent

School Board Members

Jennifer Rahn, President
Jim Threatt, Vice-President
Hope Burns, Secretary
Brad Dunlap, Member
Chris Roberts, Member

MISSION STATEMENT

The faculty and staff of the Piggott School District believe that all students can learn and master basic academic skills regardless of their previous academic performance, family background, socio-economic status, race, or gender. The faculty and staff accept the responsibility for providing strong instructional leadership, a positive school climate, and a safe and orderly school environment. We foster strong parent and community involvement.

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ARKANSAS ACT 80-1656

RULES AND REGULATIONS FOR ORDERLY OPERATION OF SCHOOLS

Nothing in ACT 80-1656 shall limit a local school district's power to adopt reasonable rules, regulations, and policies, not inconsistent with the ACT, to insure continued orderly operation of schools, including adult education and area vocational-technical high schools, and such powers are deemed to include the right of expulsion for student(s) participation in any activity which tend, in the opinion of the board, to disrupt, obstruct, or interfere with orderly education processes.

ACT 888 requires principals to report acts of students on school property, which constitute a felony and to report assaults or other violent act by students against a teacher on school property to law officials.

ACT 397 and 539 allow a provision for a period of silence.

ACT 930 OF 2017

STUDENT SUCCESS PLAN

A personalized education plan intended to assist students with achieving readiness for college, career, and community engagement. Each eighth grade student shall have a Student Success Plan in place that is developed by school personnel in collaboration with parent and student. The plan must be updated annually thereafter.

CYBER BULLYING

ACT 115

Students using any electronic devices including telephone, cell phone, wireless communication devices, computer, or pager as a means to harass another student member.

ACT 115 applies to electronic act whether or not it originated on school property or with school equipment if the electronic act is directed specifically at students or school personnel.

This punishment will take the form of suspension, a recommendation for expulsion, and notification of the police if necessary.

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ANTI-BULLYING POLICY

The Piggott School District has an obligation and a commitment to provide a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.

Believing that prevention is the strongest means available in eliminating bullying, this school will offer programs and/or educational materials regarding the nature of bullying and its consequences should a child choose to engage in this type of behavior. The programs and/or materials will emphasize that this district will not tolerate bullying, and that school employees, volunteers, and students are encouraged to report any instance of bullying without fear of consequences. Any report will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying.

After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior.

For the purposes of this policy, bullying is defined as any expression (written or verbal), physical act (gesture, contact, staring, etc.) or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found violating this policy if his conduct has been found to have the effect of humiliation, embarrassment, or other detrimental results on a fellow student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in or benefit from an educational program or activity.

Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully, are encouraged to file a complaint by contacting a school counselor, teacher, or administrator who will assist them in getting help for the child and take appropriate steps to ensure that such behavior is stopped. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students, parents, or teachers who file a complaint against a student who is guilty of being a

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bully, will not be subject to retaliation or reprisal in any form.

Students or adults, who knowingly fabricate allegations and falsely accuse a student of being a bully, will be subject to disciplinary action. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student for the purposes of bullying, shall be subject to disciplinary action.

The school will make every reasonable effort to contact, as soon as possible, the parents of any student who is reported to have been the subject of bullying.

Legal References: ACT 681 (2003 – 84th General Assembly)

For minimum and maximum punishments regarding bullying, please see Piggott Elementary School and Piggott High School sections of this handbook.

SEXUAL HARASSMENT

Any student at Piggott School District is entitled to the same protection against sexual harassment as an employee in the workplace as stated in Title VII of the Civil Rights Act of 1964 and Peer Sexual Harassment by the Arkansas School Board Association. (Copies may be found in the superintendent's office.)

Sexual harassment is deliberate or repeated sexual behavior, or a sex-based nature, that is unwelcome, not asked for, not returned, and that creates an intimidating, hostile or offensive environment. The behavior can be verbal nonverbal, or physical. It is deliberate, not happening by accident, but by someone's intent and/or it is repeatedly happening more than once. The victim, as well as the harasser, may be a female or a male. The victim does not have to be of the opposite sex.

Type of Conduct	Sexual Conduct Associated with Sexual Harassment
Physical	Touching
	Patting
	Pinching
	Hugging
	Grabbing
Verbal	Propositions
	Sexual jokes
	Obscene language that is gender-specific or sexual in

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	nature
	Sexual remarks
Other	Pictures, drawings, and cartoons that are offensive in a sexual nature
	Jokes, verse, etc. that may be offensive in a sexual nature
	Staring, ogling, leering

Any student who believes that he or she has been sexually harassed shall:

1. tell the offender that his or her conduct is offensive and unwelcome
2. report the conduct to the appropriate school personnel

The school personnel shall:

1. take the appropriate action as the situation warrants
2. report the harassment in the form of written documentation to the principal

Repeated offenses and severe harassment shall be reported to and taken care of by the principal.

Consequences shall include corporal punishment, suspension and/or recommendation of expulsion.

TERRORISTIC THREATENING (5-13-301, 1-17-97)

1. A person commits the offense of terroristic threatening in the first degree if:
 - a. With the purpose of terrorizing another person, he threatens to cause death or serious physical injury or substantial property damage to another person; or
 - b. With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.
 - c. Terroristic threatening in the first degree is a Class D felony.
2. A person commits the offense of terroristic threatening in the second degree if, with the purpose of terrorizing another person, he threatens to cause physical injury or property damage to another person.
 - a. Terroristic threatening in the second degree is a Class A misdemeanor.

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3. A judicial officer, upon pretrial release of defendant, shall enter a no contact order in writing consistent with Rules 9.3 and 9.4 of the Arkansas Rules of Criminal Procedure and shall give notice to the defendant of penalties contained in Rule 9.5 of the Arkansas Rules of Criminal Procedure.
 - a. This no contact order shall remain in effect during the pendency of any appeal of a conviction under this section.
 - b. The judicial officer or prosecuting attorney shall provide a copy of this no contact order to the victim and arresting agency without unnecessary delay.
 - c. If the judicial officer has reason to believe that mental disease or defect of the defendant will or has become an issue in the cause, the judicial officer shall enter such orders as are consistent with 5-2-305.

CORPORAL PUNISHMENT

Corporal punishment will always be administered according to the following procedures:

- a. It will be used only after other alternatives, including but not limited to counseling, have failed. Unusual circumstances will necessitate the use of corporal punishment prior to a counseling session.
- b. It will be administered in the presence of at least one certified employee in addition to the person dispensing the punishment.
- c. It will not be administered in the presence of other students; it will not be administered with malice, anger, or in excess.
- d. Previous to administration of corporal punishment, the student will have been advised of the reasons the punishment is being given and a full discussion of the options open to both the administrator/teacher and student will have been explored. In the presence of the witness, the reason(s) for the punishment will be given, and the student will be allowed to make a statement. School officials are not required to conduct formal hearings prior to administering corporal punishment.
- e. This punishment will be administered only on the student's buttocks; when the student is resisting, moving

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about, or placing hands in the area, punishment will be stopped.

- f. Failure to cooperate or refusal to take this type of punishment will result in some other disciplinary measure.

COMPUTER USE POLICY

The Piggott School District makes computers and/or computer Internet access available to students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.¹

No student will be granted Internet access until and unless a computer use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook. Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Notes: ¹ The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

STUDENT GOOGLE APPS AND GMAIL PERMISSION FORM FOR PIGGOTT SCHOOL DISTRICT

Piggott School District has the ability to create accounts for all students to allow

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for collaborative sharing using Google Apps and Gmail for Education. These accounts will be needed and used for school related projects and assignments. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are in the student handbook. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), Gmail addresses, calendar, plus additional services. This will allow your student to collaborate with teachers and other students for intended educational purposes.

Official Email - Students will be assigned an email account. This account will be considered the student's official Piggott School District email address until such time as the student is no longer enrolled.

Conduct - Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

Access – Restricted Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the Piggott School District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Handbook and related District Policies.

Security & Content Filtering – Piggott School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School cannot assure that users will not be exposed to non-educational material.

Privacy - As with any other school resource, the School reserves the right to access and review content in the Google Apps for Education system at any time.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience.

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Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and return this permission slip to the main office of your child's school.

STUDENT INTERNET/NETWORK USE AGREEMENT

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

1. **Conditional Privilege:** The Student's use of the district's access to the Internet/Network is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet/Network whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he /she will use the District's Internet/Network access for educational purposes only. In using the Internet/Network, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet/Network 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/Network, the Student shall be subject to disciplinary action.
 1. **First Offense** - Warning up to corporal punishment. Possible loss of computer privileges.
 2. **Second Offense** - Warning up to corporal punishment or suspension. Temporary loss of computer privileges.
 3. **Third Offense** - Suspension up to expulsion and loss of computer privileges.
4. **"Misuse of the District's access to the Internet/Network"** includes, but is not limited to, the following:

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- a. using the Internet/Network for other than educational purposes: (playing online games or downloading games, streaming music or videos that are not class related)
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas Law;
- c. using the Internet/Network 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 any means to bypass filter or security setting in place by the school district or state of Arkansas.
- i. wasteful use of limited resources provided by the school including paper, toner, and Bandwidth;
- 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; (teacher or network passwords)
- 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/Network 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/Network Access to unauthorized individuals;

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- x. failing to obey school or classroom Internet\Network use rules; or
 - y. taking part in any activity related to Internet\Network use which creates 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.
 - aa. sharing passwords or logging in with another's password.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet\Network 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\Network 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\Network 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\Network. 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.

PUBLICATIONS, VIDEO, INTERNET CONSENT AND RELEASE AGREEMENT

Students who attend school in the Piggott Public School District are occasionally asked to be a part of school and/or district publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the district asks that you sign this form and return a form to the school for each of your students. The form referenced at the end of the handbook indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or district publications, videos or on the district's web site. For example, pictures and articles about school activities may appear in local newspapers

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or district publications. These pictures and articles may or may not personally identify the student. The district may use the pictures and/or videos in subsequent years.

Agreement

Student and Parent/Guardian release to Piggott Public School District the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by Piggott Public School District.

Piggott Public School District agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction. Student and Parent/Guardian understand and agree that:

No monetary consideration shall be paid; Consent and release have been given without coercion or duress; this agreement is binding upon heirs and/or future legal representatives; the photo, video or student statements may be used in subsequent years. If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

TRANSPORTATION POLICY

It is the belief of the Piggott School District that proper conduct by the students is essential if buses are to operate safely; therefore, only behaved students shall be allowed to ride the buses. Students will not be permitted to ride if they willingly or through negligence cause damage to the bus or if their behavior is such that it causes pain or embarrassment to the driver or other students or in any way interferes with the safety or well being of anyone riding the school bus. Therefore, in the interest of maximum safety, the following regulations will apply to all students riding school buses in the Piggott School District:

1. Students are considered in school from the time they reach the bus stop in the morning until they are let off the bus in the afternoon. Stand back about ten (10) feet from the stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike a ride or walk to or from school without the permission/knowledge of your parents or guardians. If you get on the wrong bus, ride it until it returns to the bus garage.

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2. Students going to and from the bus stop should walk on the left side of the highway or road, or on the shoulder, and when a car approaches, move several feet from the road.
3. Pupils must be on time at their pick-up points. Drivers may wait for students who are in sight of the stop if they are hurrying. Drivers will not otherwise wait for students who are not on time.
4. If a student has not been riding their regular bus for 2 consecutive days, the driver does not have to go by your house on the third (3rd) day. An adult must call the bus garage (598-3092) to resume the regular bus schedule.
5. Students may not have in their possession any weapons, explosives, fireworks, knives, unsheathed sharp pointed articles, or any other article, which might cause pain or damage to other students. No pets or other live animals will be transported on the buses. Toys must be in bags and not taken out on the bus. No balloons are allowed on the bus.
6. Students must not try to get on or off the bus while it is in motion. Pupils must remain seated even while the bus is stopped unless the driver directs them otherwise. Riders are not to put their hands, arms, heads, or bodies out of the windows. Do not yell at people outside the bus. Always stay in your seat while the bus is moving.
7. Students are required to exit the bus at the campus of their first hour class. When entering and leaving the bus, please move in an orderly and rapid manner.
8. While riding the bus, students are under the supervision of the driver and must obey him/her at all times. The administration, with notice to the parents, has the authority to suspend a student from riding the bus.
9. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders. This includes keeping hands to yourself, attending to your own matters, leaving other pupils alone, and being reasonably quiet.
10. Students are not to tamper with any of the safety devices or equipment.
11. No food or drinks, or containers for such, will be allowed on the bus. No tobacco or drugs may be used on the bus by either the rider or the driver.
12. Students may be assigned to specific seats by the driver or the administration. If this is done, those students are responsible to sit in those assigned seats.

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Students disobeying transportation rules will be subject to appropriate discipline through the administrative offices.

Discipline Procedures: School Bus Incidents

The first admonitions in misbehavior will come from the bus driver. He/she will warn the student one or more times depending on the nature of the infraction. If the problem or problems with any student continue, the driver should report students in grades K-6 to the elementary principal; students in grades 7-12 to the secondary principal. The superintendent may become involved in serious or continuing disciplinary problems.

FIRST OFFENSE:	Warning by the principal.
SECOND OFFENSE:	Three (3) day suspension from the bus.
THIRD OFFENSE:	Five (5) day suspension from the bus.
FOURTH OFFENSE:	Ten (10) day suspension from the bus.
FIFTH OFFENSE:	Suspension from the bus for the remainder of the semester.

Corporal punishment is permissible if administered in the office of the building principal. If in the judgment of the driver and the principal, this punishment is more suitable than suspension from the bus, it may substitute through the third offense. There must be a witness to any corporal punishment.

A "Transportation Disciplinary Report" should be completed for each incident, which involves the school administration. A copy is mailed to the parent/guardian; a copy is kept on file in the principal's office.

SCHOOL HEALTH PROGRAM

The general health and welfare of the student is recognized as an integral part of the school program. Health services provided by the school nurse are primarily inspectional rather than diagnostic in nature. Those provided by the school include:

1. A school nurse at each campus.
2. A nurse's station adequately supplied with first aid supplies,
3. The maintenance of a cumulative health folder for each student which contains a personal data sheet giving the medical history of the student, an emergency clause signed by the parent for use in case of serious illness or injury, and a completed immunization form.

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4. The health nurse will conduct the following programs:
 - a. Annual screening tests for vision and hearing.
 - b. Scoliosis screening for upper elementary grades.
 - c. Dental health program.
 - d. Head lice policy.
 - e. BMI screening for all students as required by state law.When a student becomes ill at school, the parent is called immediately. If contact with the parent cannot be made, the principal and nurse will do what is expedient and safe for the injured and/or seriously ill student, which may include taking/sending the student to the emergency room of a hospital. The school assumes no responsibility for treatment.

Medication Administration

The approved and accepted items (i.e. hydrocortisone cream, peroxide, Bactine, Band-aids, anti-bacterial cream, sting away) used in first aid may be given to students at school when required.

Ideally all medication should be given at home. However, it is recognized that some children are able to attend school regularly because some medicines can be taken at school. If at all possible, medication should be given at home before the child comes to school and/or after the child returns home from school. Any student who is required to take medication during regular school hours must comply with the following school regulations:

Medication Policy Guidelines

1. The approved and accepted items used in First Aid may be given to students at school when required.
2. Students who have special medical problems such as hyperactivity, epilepsy, asthma, etc. may be given medication under the following conditions:
 - a. A standard form from the office must be signed before medication will be given at school. The form will consist of a statement that the school and school personnel will not be held responsible for any reaction the medication may cause or for any ambulance service that may be required should the child have a reaction to the medication. The form will also list the child's name, name of medication and dosage, phone numbers of parents and doctor. All medication will be given according to labeling direction on

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- the container. Deviation from label direction will require a written provider order.
- b. Medications must be brought to school by parent or guardian in the original container with the child's name on the label. No medication will be given if brought to school in any other container, such as plastic wrap, foil or sandwich bags. Do not send medication to school with a child. All medication for behavior disorder must be counted each time it is brought in.
 - c. The first dose of a new medication must be given at home at least 24 hours before the school dose will be given.
 3. A doctor statement is required for medications that are given long-term, stating the necessity for taking the medication during school hours. The statement will also include possible side effects or reaction to the medication. The classroom teacher will be informed of these side effects.
 4. Medication that is to be given at home and school, is to be in two bottles, one for home and one for school. (This can be done by your pharmacist when filling the prescription.) Medication cannot be transported to and from school every day. This is for your child's safety and the safety of all the other children.
 5. Non-prescription medications such as cough syrup, Tylenol, etc., can be given at school under the following guidelines
 - a. A parent or guardian must bring the non-prescription medication to the office and sign the medication form. No form signed – No medication will be given.
 - b. The non-prescription medication can only be given for three (3) days. A doctor's statement is required for more than three (3) days.
 6. Medications that are ordered three times a day or less should not be given at school unless there is a doctor's statement requiring the medication be given a specific hour of the day.
 7. If your child has an allergy to bee or wasp stings that require medication, please bring the required medication to the school.
 8. The school nurse or designee will administer and watch the student take the medication.

DISTRICT HEAD LICE/NITS POLICY

All students entering our school will be checked by the school as soon as possible for head lice/nits.

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Step #1: First Dismissal: If lice/nits are found on a child, parents will be notified to pick the child up immediately. Parents will be given the school's attendance and head lice/nits policy, instructive literature, and counseling so they will be aware of how to treat the problem. It is recommended that a shampoo prescribed by a physician be used if possible.

Step #2: Second Dismissal: When a child is sent home the second time with head lice/nits, he/she must be brought back to school by an adult to be checked before returning to class.

Step #3: Third Dismissal: The Child Abuse the Neglect Hotline may be notified at this time and the FINS (Family in Need of Services) petition may be filed with the Clay County Juvenile Office.

USE OF DISTRICT TELEPHONES

Only in case of emergency will students be called to the telephone during class time. The office telephone is for school business; therefore, requests for its use should be made only when absolutely necessary.

Parents should phone students only when absolutely necessary. Students will not be called out of class to talk on the phone. A message may be given to the office staff to be given to the student as soon as possible. The office staff will make a phone call for a student only in case of an emergency.

INSURANCE

The Piggott School District provides supplemental insurance, accidental, medical, and dental coverage for students during school hours and/or at school sponsored events. No pets are to be brought to school functions unless requested by a student's teacher.

EMERGENCY DISMISSAL

When the decision is made to dismiss school early, these radio and television stations will be notified:

KAIT	TV Channel 8
KTHV	TV Channel 11
KARK	TV Channel 4
KATV	TV Channel 7
KFIN	107.9 FM
Clear 94	94.5 FM
Z95 The Bone	95.5 FM
Today's Talk	930 AM

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Please do not call the school directors or bus garage to find out whether school is being dismissed. If it seems we might dismiss early, please listen to one of the above stations so you will be aware of and plan for your child(ren)'s early arrival at home. You can also check our school website for updates and expect to receive a School Reach Call and/or Notification on Website App. If it is not possible for you to listen, make arrangements for someone to be responsible for handling the situation. Please talk with your child, in advance, so that he/she will know what to do and what to expect in case school is dismissed early. When we dismiss early, and you must get a message to your child, call the elementary or high school office and a message will be delivered. Send a note to the teacher with your child(ren) on the morning of any day if the weather is questionable telling your child(ren) what to do in case of early dismissal due to bad weather.

ENROLLMENT REQUIREMENTS

1. Prior to a child's admission to the Piggott School District we ask the parent, guardian, or other responsible person for the child's social security number (optional), but they may request that the school district assign the child a nine digit number designated by the Department of Education.
2. Admission to Piggott School District a parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:
 - 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. Previous school records; or
 - g. A United States military identification.

TRANSFER BETWEEN SCHOOLS

Transfer

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

Piggott School District Handbook

Home School

Students transferring from a home school to a school, which is accredited by the Arkansas Department of Education, shall be evaluated by the staff of the accredited school to determine proper placement.

1. Each local school district shall have authority to assess any home-schooled student who enrolls or reenrolls in the district in order to determine proper educational placement.
2. In order to access and determine proper educational placement, Piggott School District must have:
 - a. Location of the home school
 - b. The basic core curriculum that was offered.
 - c. The paperwork and grades that were given to the student.
3. Any home schooled student who enrolls or reenrolls in a local school district must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district.

STUDENT SCHOOL RECORDS

All academic and personal records pertaining to students are confidential and can only be inspected by the student, his/her parent/ guardian, and by school officials. Written permission (consent) to release records is not always required, but as a courtesy, the school will obtain a written release from parents before releasing personally identifiable data. There are two specific instances where permission is not required:

1. Certified personnel within the student's school may examine the student's records.
2. Officials of other schools or school systems, in which the student has enrolled, may request and receive the student's records.

Please see the district's full statement of policy on student records.

STUDENTS EXPELLED IN THEIR FORMER DISTRICT

Act 574 of 1995

It shall be the policy of the Piggott School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he or she attended, a hearing before the school board shall be held before that student may be enrolled. This hearing may be closed at the request of the student's parent, pursuant to Ark. Code Ann. 6-18-507. See also 28 U.S.C. 1232 g.

Prior to the hearing, the superintendent shall obtain a full report from the

Piggott School District Handbook

former district concerning the expulsion. At the hearing the board shall review the report from the former district, and have an opportunity to question the student and his or her parents concerning the alleged misconduct. The board may rule that the student may not enroll until the student's expulsion from his or her former district has expired.

SUSPENSION FROM SCHOOL

The school board recognizes its authority to maintain good order and discipline within the schools of the district; therefore, the board gives the school principals the discretion to suspend a student for up to five days for good cause until a satisfactory conference can be arranged with the parents or guardians. The principal will promptly advise the superintendent of all suspensions and of the circumstances involved in choosing this punishment. No student placed on suspension will be allowed to leave the school premises during the school day until a parent, guardian, or designated adult assumes responsibility for him/her.

The principal will suspend students from school for immorality, insubordination, and for other offenses deemed inappropriate or when counseling and other forms of discipline have failed. Infectious diseases or habitual uncleanliness will result in a student being sent home, but disciplinary suspension is inappropriate in these causes. All suspensions will be in accordance with procedural due process guidelines.

Suspensions may be appealed to the superintendent.

DISCIPLINE FOR THE HANDICAPPED

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free and appropriate education. See the district policy statement on discipline of handicapped students.

DUE PROCESS

The area of procedural due process within the school district shall relate primarily to the area of discipline and disciplinary measures such as corporal punishment, short- and long-term suspension, and expulsion. The degree of procedural due process afforded in each of the above situations shall be dependent on two factors: (1) the gravity of the offense a student is alleged to have committed, and (2) the severity of the contemplated penalty. Under due process each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and a notice of his/her right to appeal. This is applicable to the serious penalties such as suspension.

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The full panoply of procedural due process shall be afforded any student facing long-term suspension or expulsion. In both of these situations, the school board shall follow an adversary type procedure with legal counsel permitted, cross examination, transcribed record of the hearing, and related safeguards. The due process rights of students and parents are as follows:

1. Prior to any suspension, the school principal shall advise the pupil in question of the particular charges; the administrator will also present the evidence on which the charges are based.
2. The pupil shall be given an opportunity at that time to explain his/her version of the events which led to the charges; this explanation should be given to the administrator.
3. Written notice of suspension and the reasons for the suspension shall be given to the parents of the student.
4. The student's parents or legal guardians have the right to appeal a suspension to the superintendent and ultimately to the school board.

CLOSED CAMPUS

Once a student arrives on campus, whether by walking, riding a bus, riding with a parent, etc., he is considered to be in attendance and cannot leave the campus unless checked out through the office. A student who rides a bus is considered on campus when he arrives at the pick-up area in the morning and cannot leave campus when he arrives at school unless checked out through the office. The bus is considered a part of the school campus.

Checkout procedures for each campus are listed in their respective sections of this handbook.

Exception of seniors leaving campus for lunch.

SCHOOL LUNCH PRICING

Paid

Breakfast	\$.75
Lunch	\$2.00

Reduced Price

Breakfast	\$.30
Lunch	\$.40

Adult Lunch Price

Breakfast	\$2.10
Lunch	\$3.55

PARENT INVOLVEMENT POLICY

The Piggott School district understands the importance of involving parents in 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 parents and the community in the development of the long range planning of the district's parent involvement plan by having a public meeting and getting parent input.
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 in the district by planning parent involvement activities with preschool.
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 standards 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.
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.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their affect on promoting higher student achievement by surveying parents and teachers on the effectiveness of the parent involvement programs and identifying any barriers that prevent maximum parent involvement.

PIGGOTT ELEMENTARY SCHOOL



Rules and Regulations
2019 - 2020

Piggott Elementary School Handbook

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FORWARD TO PARENTS AND STUDENTS

We are happy to present you with the student handbook, which has been written especially for you. We believe that it will assist you in becoming better acquainted with your elementary school and will prove valuable to you in your academic and social experience during your elementary school career.

Support your school with all sincerity and loyalty so that as a team we can all work together in continuing to maintain high standards and accomplish our individual goals.

This handbook has been adopted by the Piggott Board of Education and is part of official board policy - compliant with ACT 1004 Of 1983.

ELEMENTARY SCHOOL PRINCIPAL	Brock Swann
ELEM. ASSISTANT PRINCIPAL	Erica Harris
ELEMENTARY COUNSELOR	Barbara Batey
ADMINISTRATIVE ASSISTANT	Katina Wilson

PIGGOTT ELEMENTARY SCHOOL MISSION STATEMENT

We will all be united in the belief that every child can learn. We will be committed to fostering a positive and supportive atmosphere. We will encourage each child and staff member to pursue success by doing their very best to be a responsible citizen and caring member of the P.E.S. family.

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ADMISSION OF STUDENTS

A student entering grades K-6 from another state accredited school must show proof of having completed the previous grade and must show proof of required immunizations. Arkansas Law 224 of 1967 requires that a child in grades K-6 be immunized for the following diseases to be admitted to public school: poliomyelitis (polio), diphtheria, tetanus, pertussis (whooping cough), rubella measles (red measles), rubella measles, Hep. B (series of three (3) shots) and chicken pox, (if the child has not yet had the chicken pox virus). such immunizations must be evidenced by a certificate from a licensed physician, public health department, or a properly documented school record.

All children who are age five (5) on or before August 1 are required to be in school that school year with the exception of five-year-old children whom kindergarten has been waived by the parent, guardian, or person having custody or charge.

A complete health screening will also be required for students entering kindergarten.

DAILY SCHEDULE

Buildings will not be open for students until 7:30 a.m.

Upon arrival students are to report to the cafeteria for breakfast or to their homeroom. Breakfast begins at 7:30. Students are to be in line for breakfast no later than 7:45. Classes begin promptly at 8:00 a.m. Students are expected to be in their classrooms and ready to begin class at 8:00, otherwise they will be considered tardy.

For the safety of your child(ren), students arriving after 8:00 MUST BE ESCORTED TO THE OFFICE AND SIGNED IN BY AN ADULT. Students who arrive between 8:00 and 9:00 will counted tardy. Students arriving after 9:00 a.m., but before noon, will be counted absent one-half day. (A student must be in attendance for a minimum of three (3) hours to be counted present for one-half day and six (6) hours to be counted present for one full day). Students are not to be dropped off in front of the school building unless they are tardy. This driveway is reserved for the buses, teachers and handicapped parking.

CHECKOUT PROCEDURE

Any parent//guardian who wishes to pick up his/her child from school before 3:00 pm must report to the office to sign the child out. When a child checks out early the homeroom teacher will be notified. If a student is checked out before 11:30 and does not return, he/she will be counted abset for one (1) full day. A student who is checked out between 11:30 and 2:00 will be counted absent one half day. If a student is checked out between 2:00 and 2:55, it will be an early checkout. A student who recieves 4 early checkouts, 4 tardies, or 4 of a combination of the two in a semester will not be recognized for perfect attendance.

SCHOOL DISMISSAL

Car riders..... 2:55 pm
Bus riders 3:05 pm
Walkers..... 3:15 pm

Car riders are to be picked up at the drive-through on the south side of the building. Please do not arrive and/or park in the car pick up line before 2:30.

ATTENDANCE POLICY

Arkansas Statue 80-1502, Section 1, states: Students between the ages of 5 and 21, both inclusive, (until the 21st birthday is reached), who have not been officially excluded from school and must be in attendance as mandated by law.

1. When a student has six (6) absences in any semester from school, the principal will notify the parent/guardian to remind them of the school attendance policy and state laws.
2. When a student has eight (8) absences in any semester, the proper authorities will be notified. The parent/guardian shall be subject to a civil penalty as prescribed by the courts. At this time a FINS (Family in Need of Services) petition may be filed with the Clay County Juvenile Office and a report may be made to the Arkansas Child Abuse Hotline for educational neglect.
3. A student must attend school 90% of the year to receive credit. Eight (8) or more days absent in a semester will contribute to the decision to retain a student.

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4. After fifteen (15) days of absence a student will be retained. Any exceptions will be made at the discretion of the administration.
5. After ten (10) tardies, early checkout, or combination there of in a semester, a FINS (Family in Need of Services) petition may be filed with the Clay County Juvenile Office and a report may be made to the Arkansas Child Abuse Hotline for educational neglect.

When a student is out sick for more than three (3) consecutive days a note from a doctor is requested. The note must specify if/when the student may return to school.

EXCUSED ABSENCES

1. Illness with a doctors note.
2. Serious illness or death of an immediate family member (parent, grandparent, sibling).
3. Court summons/subpoena.
4. Medical appointments and reasonable travel time. Please make appointments after school whenever possible.
5. Student time out-of-school not covered above must be evaluated by the principal for an excused or possible unexcused absence before the absence.

MAKE-UP WORK

Because of the way absentee assignments are handled by the teachers and the number of teachers and/or assignments involved, **Homework for an absent student will not be available until 2:30 p.m.**, if requested on the morning of the absence. Please contact the elementary secretary (598-2546) if you plan to pick up the student's assignments, and the books (etc.) will be in the office for your convenience.

When returning after an absence it is the student's responsibility to check with teacher(s) concerning any missed assignments.

Students will be allowed 1 day for each day of absence not to exceed 5 days to complete missed work. After 5 days no credit (0%) will be given for any assignments not turned in to the teacher.

DISCIPLINARY ABSENCES

These result when a student has been removed from a class or classes by an administrator as an Out-of –School Suspension: An absence from school imposed upon a student by an administrator as a result of the student's inappropriate behavior that cannot be handled by other means. No make-up work will be given and grades taken during absence will result in a 0%. The principal will suspend students from school for immorality, insubordination, and/or other offenses deemed inappropriate or when counseling and/or other forms of discipline have failed. (Infectious diseases or habitual uncleanness will result in the student being sent home, but disciplinary suspension is not appropriate in these cases.) All suspensions will be in accordance with procedural due process guidelines.

In-School Suspension: The student will not be counted absent from school. The daily assignment(s) will be counted as usual but will be performed at a designated location within the school. Students will receive full credit for any assignment given and completed.

PARTIES

All classrooms will be permitted to have two (2) scheduled parties during the school year. These will be for Christmas and Valentine's Day. Classroom teachers will send home notes regarding the parties. A two day notice is required for any treats/snacks brought to class and must be preapproved by the classroom teacher.

NO GUM WILL BE ALLOWED AT SCHOOL except as a reward given by the teacher in his or her classroom.

GRADING SCALE

Kindergarten through 6th grade

Grades assigned to students reflect educational objectives only.

100-98 A	89-87 B	79-77 C	69-67 D
97-93 A	86-83 B	76-73 C	66-63 D
92-90 A	82-80 B	72-70 C	62-60 D
59% or below if an F			

PASS – FAIL

Kindergarten, first and second grade students will not be promoted without a conference unless the student maintains an 75% average in both math and reading for the year.

Students in grades K-6 making an average F (59% or below) in math and language for the year will be retained.

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Any exceptions made will be at the discretion of the teacher(s)/ principal.

Absences during a semester (10% of the semester days or more) will contribute to the decision to retain a student regardless of his/her grades.

ASSESSMENTS AND REMEDIATION

In complete with ACT 2243 of 2005, Piggott Elementary School shall require the following assessments;

Each student identified as not meeting the “satisfactory pass” levels in the most recently administered ACT ASPIRE exam shall participate in his/her remediation activities as required in his/her individualized academic improvement plan beginning in the school year the assessment results are reported. If a student with disabilities identified under the Individuals with Disabilities Education Act has an individualized education program that addresses any academic area or areas in which the student is not proficient on state-mandated criterion-referenced assessments, the individualized education program meets the requirements of an academic improvement plan under this section.

Students in grades 3-8 identified as “not passing” the ACT Aspire and who fail to participate in the subsequent academic improvement plan shall be retained and shall not be promoted to the next appropriate grade until:

1. The student is deemed to have participated in an academic improvement plan, or
2. The student passes the Benchmark assessment for the current grade level in which the student is retained.

VISITORS

All visitors to the building and/or persons wishing to talk with a student, regardless of the reason, are to go directly to the Principal's office to sign in and receive a visitor's badge.

Parental involvement is encouraged and may be arranged through the Parent Center.

When an adult, other than the parent/guardian, requests a conference with a student, the principal or a member of the teaching staff designated by the principal should be present to protect the rights of the minor.

Parents are not allowed to be on the playground unless the teacher has requested their help/assistance.

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Parents eating lunch with their child will wait in the designated area until their child's class is dismissed for lunch.

Please refer to the PES website for elementary lunch schedules.

PARENT- TEACHER CONFERENCES

Report cards will be given at the end of the week following completion of each nine-week period. At the end of the first grading period, parent-teacher conferences will be held and the report cards will be given to the parents at the conferences. Report cards will not be given to students at these times. The classroom teacher will keep them until a parent/guardian and arrange a conference. It is imperative that parents/guardians attend these conferences. After the second grading period the report cards will be given to the students to take home. They are to be signed by the parent/guardian and returned to the teacher. Any questions about the report card should be directed to the teacher.

TEXTBOOKS

Textbooks and other tools or materials are issued to our students free of charge. However, it is the responsibility of the student to care of those books, etc. Items lost or damaged must be paid for in accordance with the nature of the damage, the age of the book, and the cost of replacement.

LOST AND FOUND

All articles found on school grounds and buses must be turned in to the office. Library books should be returned to the library. Clothing items will be kept for a nine-week period. Students should check lost and found as soon as they lose an item. At the end of nine weeks, clothing will be donated. Label clothing such as coats and jackets with complete name of student.

CAFETERIA

Piggott School District Policy for Meal Charges

It is the policy of the Piggott School District to allow students to charge only on occasion when money is unavailable and the student would have to miss meal service. This is a courtesy extended to the student and should not occur on a regular basis. More than five (5) days in charges will be considered excessive. Parents will be encouraged to apply for free or reduced priced meals when a student has excessive charges. If parents need longer to pay they must contact the school cafeteria and put in writing the dates they will pay the lunch charges.

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Procedure for collecting Charges

1. A reminder will be sent home when there is a low or negative balance.
2. If no money has been sent a second reminder will be sent home.

Students may not share lunches brought from home.

EXTRACURRICULAR ACTIVITIES

All school rules are in effect for an extracurricular function of the school. This includes student spectators and participants. Any teachers attending any extracurricular activity, such as plays or sporting events has the authority to discipline or correct a student. All students will be under the authority of the teacher and the administrator on duty and will obey their directions even though their parent(s) are at the event.

Extra – Curricular Activities Behavior

All elementary students and their parents are invited to attend activities at the school. To ensure each spectator is able to enjoy the activities, a few behavior rules must be followed. These rules are to be followed at all football, volleyball, and basketball games. They also apply to all Pee Wee sports.

1. All elementary students must be accompanied by an adult. They will not be allowed inside the gate without adult supervision.
2. No games (chase, tag, football, or running of any kind) are allowed. This includes the end zone. Students are to be seated watching the game.
3. For safety reasons, do not go under the bleachers at any time.
4. Students are not allowed to leave the premises without an adult once they have entered.

Should your child not follow these rules, he/she will be called to the office the following school day for discussion and parent notification. Should this behavior not improve, your child will not be allowed to attend future activities the remainder of the year.

FIELD TRIPS

Classes may be permitted to take field trips based upon approval by administration. Field trips are planned and scheduled based upon teacher/principal discretion.

Students are required to ride the bus to field trip destinations except for medical reasons.

Students who represent the school as participants or spectators or who accompany school groups or school sponsored trips are expected to abide by the policies of Piggott Public School at all times. All rules of the school and of safety and good conduct to be observed.

Students riding in school vehicles are expected to return to those vehicles unless otherwise given permission by the principal or his/her designee, providing the teacher receives a written note from the parent or legal guardian releasing the Piggott School District from any liability. Students not returning to school vehicles will follow the attendance policy on page 30 as far as half day/early checkouts.

Students may lose their field trip privileges due to excessive absences, behavioral problems or lack of homework and/or classroom assignments.

No parents will be allowed on the bus unless requested by a teacher.

IN TOWN FIELD TRIPS

Throughout the school year the elementary students are given the opportunity to go on educational field trips or reward trips in town. These trips may include, but are not limited to, places such as the public library, local banks, the post office, the museum/mineral house, the Clay County Fair and local restaurants.

You will be notified when your student(s) will be participating in one of these field trips. If you would like for your child(ren) to be included in these field trips please complete and return the form at the end of the Piggott Elementary School handbook section.

Out of town field trips will require a separate permission form from the student's teacher.

Students who do not attend school or a planned field trip on the designated day will be counted absent.

ELECTRONIC DEVICES & TOYS

Students are not to bring electronic devices to school.

Act 447 (3) Students discipline policies shall include, but not be limited to, the following:

(D) Possession by a student of any paging device, beeper, or similar electronic communication device on the school campus; however:

(i) The policy may provide an exemption for possession of such a device by a student who is required to use such a device for health or other compelling reasons; and

(ii) The policy may exempt possession of such a device after normal school hours for extracurricular activities.

Students are also not allowed to bring collectibles such as trading cards (any kind) to school. Toys such as footballs, yo-yos, jump ropes, and basketballs will be left to the teacher's discretion.

Arkansas Act 1408: It is unlawful for persons under 18 years of age to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. It is to be seized by school personnel.

The use of any electronic communication device (cell phone, etc.) on the school bus or during school hours on the campus is prohibited. Cell phones are to be turned off and remain in the student's backpack during school hours.

Consequences for inappropriate use of phones and smart watches.

1st Offense- Verbal Warning

2nd Offense- Take up the phone...give back to student at end of day

3rd Offense- Phone taken up and given to Principal and parents must pick up phone.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

STUDENT DRESS AND GROOMING

Students are expected to dress in a neat, clean, appropriate manner while at school and/or school – sponsored activities. When a dress or grooming disrupts the learning process it becomes an issue for disciplinary action.

Examples of inappropriate dress:

1. Clothing which calls undue attention to the individual.
2. Clothing/products, which advertises, displays or implies any type of alcoholic beverage, tobacco product, drugs, nudity, improper language, profanity, or gang affiliation.
3. No hats, caps, or bandanas shall be worn or be in student's possession during the school day. This includes on a bus.
4. No skirts or shorts above finger tip length-even with leggings. Shirts worn with leggings must be finger tip length.
5. Clothing that is mesh, see-through, or shows a bare midriff. (Shirts and blouses shall be at least one (1) inch below the belt line).
6. Bicycle shorts or spandex leggings, unless covered by a long top or loose shorts, etc.
7. Muscle shirts, tank tops, halter-tops and shirts/blouses with excessive side openings or low v- necklines. (All students must have two (2) straps, which must be one (1) inch or wider with undergarments covered at all times). All shirts must completely cover the student's back.
8. Sagging pants or shorts shall not be worn below the waistline.
9. Jeans with holes above fingertip length shall not be worn.
10. Any attire or visible tattoos containing distasteful, vulgar, abusive, offensive, and/or suggestive language and/or graphics is not acceptable.
11. Visible body piercing is prohibited, except for traditional items such as pierced ears.
12. Hair styles cannot call undue attention to the individual or disrupt the learning process. Mohawk haircuts may not exceed 1 and 1/2 inch in height.
13. School may have special dress days for students at the discretion of the administration.

Disciplinary Actions:

1st Offense-Conference, change, and/or confiscation.

2nd Offense-Additional penalty to be determined by the principal.

Parents/Guardians may be called to pick up the student or bring appropriate clothing for the student.

ACCESSIBILITY OF CHILDREN

It is the policy of the Piggott Elementary School to have legal documentation of restricted parental rights. If a parent is not to have access to a child, it is vital that the classroom teachers have knowledge of the situation as well as legal documentation. This is for the teacher and the child's protection.

Please be advised that Child Protection Services, Department of Child and Family Services Investigations, and law enforcement may interview your child for investigative purposes and/or for determining compliance with legal requirements. Simply stated, this means that your child may be asked a variety of questions by child care professionals to ensure his/her health and well being.

PLAYGROUND RULES

General safety rules apply. Care is taken to instruct students concerning the need for caution and care for others when on the playground. Students are to play in the designated play areas. A designated staff member is on duty each recess.

Unacceptable playground behavior includes, but is not limited to:

1. Fighting or inciting a fight-including play fighting, wrestling, or karate kicking.
2. Picking up or piggyback riding or carrying another student.
3. Playing contact games, which require excessive roughness-touch football is the only football allowed.
4. Bringing to playground or possessing baseball bats, baseballs, knives, or sharp objects.
5. Abusive or obscene language or gestures (teacher decides).
6. Throwing or kicking rocks or other objects.
7. No jumping out of swings.

PERSONAL SEARCH

School authorities may make a personal search and seize any illegal contraband, dangerous weapon, or stolen property.

DISCIPLINE

This statement of disciplinary policy is not intended to encompass the full range of district policy. Policies are provided to parents and students to advise them of the rules and procedures, by which district policy on student discipline is administered.

Each teacher is responsible for his/her classroom discipline. Classroom rules should be posted on the wall along with the disciplinary action(s) that will be administered for the rule violation. Should a teacher find it necessary to send a student to the office, the principal will then decide the course of action to take. This could range from a warning to a suspension. Since the teacher has gone through his/her procedures, the principal has the authority to use any disciplinary measure available.

MAJOR CONDUCT NOT PERMITTED

1. **Non-compliance (Insubordination)**
A student shall not refuse to comply with reasonable directions/ commands (including those outlined in this handbook) of teachers, student teachers, substitute teachers, teacher's aides, principals, administrative personnel, school bus drivers, or other authorized personnel. Minimum penalty is a warning. Maximum penalty is expulsion.
2. **Disruption and/or interference with school**
No student shall block a corridor or doorway; prevent students from attending a class or activity; block normal pedestrian or vehicular traffic; use violence; fear, force, coercion, threat, intimidation, harassment, passive resistance, or any other conduct intentionally to cause a disruption; refuse to identify him/her self on request; or encourage other students to violate any rule or school board policy. Minimum penalty is a warning. Maximum penalty is expulsion.
3. **Immorality and/or obscenity**
A student shall abstain from indecent and/or immoral acts. Shall not possess or use obscenity (including obscene language, either written or verbal, pictures, or gestures).
4. **Fireworks**
A student shall not possess, handle, or store fireworks that reasonably could be a danger to a student (or others), cause damage to the school property, and/or be disruptive to the learning climate of the school. Setting off fireworks will result in a stiff penalty to be determined by the administration.
5. **Gambling**
A student shall not participate in any activity which may be termed

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gambling or wagering where the stakes are money or any other object(s) of value. Minimum penalty is a warning. Maximum penalty is expulsion.

6. **Physical abuse or assault of school staff**

A student shall not threaten, cause or attempt to cause physical injury to a school employee, fellow student, or any other individual.

7. **Student fighting**

An attempt will be made to determine guilt. If both parties are found guilty, both will receive corporal punishment. If one party is found guilty, corporal punishment will be administered to that party. After investigation of the event, suitable punishment will be assigned.

IF CORPORAL PUNISHMENT IS REFUSED, THE STUDENT WILL BE SUSPENDED.

8. **Bomb threat**

A bomb threat is considered a felony by the police and will not be tolerated by the school. Anyone guilty of making a bomb threat will be immediately suspended from school, turned over to the police, and taken before the school board for further disciplinary action, which could include expulsion.

9. **Possession of any firearm or other weapon on school property IS PROHIBITED.**

ACT 1282 prohibits firearms on school property, school buses, or school bus stops (any one). Student possession of any firearms, weapons, or other object which might be considered a weapon and dangerous to the public welfare is prohibited. Pocketknives are prohibited. Possession of a blade of three and one-half inches long, or longer, may result in a one-year expulsion. State law: ACT 968 requires a student who possesses a firearm on school property to be expelled for a period of not less than one year. Penalty: Immediate police notification and automatic expulsion from school for not less than one year. Non-student (in this category) found on campus or at school events will be reported to the appropriate authorities.

10. **Using or offering (for sale or for free) beer, alcoholic beverages, or drugs on school property is prohibited.**

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defines in Arkansas Act 590 of 1977, as amended, or a beverage containing alcohol or intoxicant of any kind. Exception: controlled substance(s) may be used by a student who has a prescription for the substance, providing the substance remains in the container in which it was obtained from the doctor or pharmacist and is kept and dispensed in the office, or there is a documented exception from the school nurse.

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11. **Tobacco**
The Piggott Elementary School is a tobacco free campus. No student will be allowed to smoke or use other tobacco products while on campus or participating in any school sponsored activity. Students will not have tobacco products on their person or in their lockers, backpacks, etc. Minimum penalty is a warning. Maximum penalty is expulsion.
12. **Damage or Destruction of Property**
A student shall not cause damage to property belonging to the school or public or private property while the student and/or the property is under the jurisdiction of the school. Note: The student and/or parents are responsible for restitution of damages and shall be subject to other disciplinary measures. Should the damage constitute a felony, the student shall be turned over to the police. Minimum penalty is a warning. Maximum is penalty is expulsion.
13. **Theft**
A student shall not steal or attempt to steal property belonging to the school, staff, or other students, or public or private property while under the supervision of the school. Note: The student and/or parents shall make restitution of any property stolen and shall be subject to other disciplinary measures. Minimum penalty is a warning. Maximum penalty is expulsion.
14. **Additional provisions/penalty**
Parents/guardians of any minor student under the age of 18 and living with the parent/guardians may be liable for damages by said minor in the amount not in excess of \$2000 dollars.
15. **Public display of affection (PDA)**
PDA is not appropriate for students at school. Indecent or immoral acts may result in a server penalty. Minimum penalty is a warning. Maximum penalty is expulsion.
16. **Possession by a student of any cell phone, CD player, or similar device is prohibited.**
Minimum penalty is a warning. Maximum penalty is expulsion.
17. **Chronic Misbehavior**
Repeated violation of rules or constant disruption or trouble making will result in suspension or a recommendation for expulsion. The district reserves the right to punish behavior, which is not conducive to good order and discipline, even though such behavior is not specified in the preceding rules.

DISCIPLINARY MEASURES

Disciplinary usually follows a sequential order of penalty, but may vary due to the principal's direction. The following examples could vary depending on the particular violation(s) and the teacher's classroom rules and consequences. Usually the order of penalty will follow this "minimum to maximum" consequences outline:

1. Warning
2. Extra work/work detail
3. Detention
4. In-school suspension
5. Corporal punishment (as defined in the Piggott School District section of this handbook)
6. Out-of-school suspension: the principal may, on a teacher recommendation, suspend a student from school a maximum of ten (10) days for each offense.

PARENT INVOLVEMENT POLICY

1. This policy is between the Piggott Elementary School and parents of all the elementary students. This plan is based on the Improving American School Act of 1994, the section of law that lays out requirements for the Title I parent involvement and Act 603 of 2003, which lists requirements for public schools' parental involvement plans. It is our policy that if any parents are not satisfied without Title I School wide Plan that their comments will be attached to the plan and made available to the State Educational Agency. A number of flexible meetings were planned where parents and the school came together to develop this policy. After the policy was approved by both the school and parents, representatives signed off and received copies of the policy statement.
2. We have one compact that has four sections. Part 1 is the Parent/Guardian Agreement, which is signed by the parent or guardian. Part 2 is the Student Agreement where the student signs his/her name. Part 3 is signed by the child's teacher and Part 4 is signed by the principal. The parent and the teacher will keep copies.
3. The school held meetings that were open to all interested individuals for input in developing this plan. Our school will provide to parents:
 - A. Timely information about our Title I program, including the requirements of the program and the rights of parents to be involved.
 - B. School performance profiles and their children's individual assessment results, including interpretations of these results through parent-teacher conferences.

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- C. A description and explanation of tests used to measure student progress and proficiency levels that our students are expected to meet. Benchmark, PARCC, and Sat-10 tests are given to students annually. The scores are used to determine each child's proficiency and progress. Report cards are issued every nine weeks regarding day-to-day progress in the classroom.
 - D. Opportunities to formulate suggestions, share experiences with other parents, and participate in decisions related to the education of children.
 - E. Timely response to suggestions made by parents.
 - F. Assistance in overcoming common barriers to parents/guardians with limited English proficiency and/or limited literacy skills and to parents who are disabled or economically disadvantaged.
4. To promote and support responsible parenting, the school shall continue the operation of the Parent Center to welcome parents to our school; offer parenting information and learning materials for check-out; recognize parents who have attended all parent-center conferences; schedule evening activities to encourage parental involvement; provide volunteer opportunities and publish a volunteer resource book for staff members; and require teachers and administrators to complete professional development hours designed to enhance understanding of effective parental involvement strategies.
5. An invitation is extended to all parents to become active members in our Parent/Volunteer Program to partner with teachers. Parents are requested to fill out survey forms and return them to their children's teachers. These individuals assisted in classrooms in numerous ways. Surveys and results are on file with the federal clerk. Hours are logged and monitored by the parent coordinator.

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Handbook Signature Page

The Piggott School District handbook is posted on the Piggott School District website under the district information section: <http://www.piggottschools.net>. If you require a printed handbook, please call the superintendent's office. Handbooks may be picked up or mailed home.

The parent/guardian and student have read the **extra-curricular activities policy**. As a parent/guardian, I will discuss these rules with my child. As a student I promise to exhibit good behavior and will follow all rules at the extra-curricular activities.

The parent gives permission for the student to participate in any of the **in-town field trips** throughout the school year unless otherwise stated at the time of the field trip.

The parent/guardian and student have read the **transportation policy** of the district.

The parent/guardian and student agree to the **Internet/Network, Gmail and Google Apps for Education Use Authorization**.

The parent/guardian and student understand that we are responsible for this handbook as long as he/she remains a student at Piggott School. We have examined the handbook and, although we may not agree with the regulations, we understand they must be adhered to while the student is enrolled in Piggott Schools. Please call the office for clarification if you have any questions.

The parent/guardian and student must sign and return the handbook form during the first week of school for each child attending school.

Grade _____ Date _____

Student Name Printed: _____

Student Signature: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____

Please indicate your agreement to one of the following by checking the statement that applies to you and your child regarding the **Media Release Agreement** found in the District section of this handbook.

Accept Media Form _____ Decline Media Form _____

