

**2019-2020 STUDENT HANDBOOK**  
**WELCOME TO AUGUSTA INDEPENDENT SCHOOL**  
**“Always Inspiring Success”**

**MISSION STATEMENT:**

The mission of Augusta Independent Schools is to ensure all students achieve high levels of learning in a nurturing climate, empowering them to be responsible and productive citizens of a global community.

**Augusta Independent School District**  
**2019-2020 School Calendar**

August 6<sup>th</sup> – Opening Day for Staff

August 7<sup>th</sup> – First Day for Students

September 2<sup>nd</sup> – Labor Day - No School

October 14<sup>th</sup> – 18<sup>th</sup> – Fall Break

November 4<sup>th</sup> – No School (PD Day)

November 5<sup>th</sup> – Election Day - No School

November 27<sup>th</sup> – 29<sup>th</sup> – Thanksgiving Break

December 20<sup>th</sup> – Last Day before Christmas Break

January 6<sup>th</sup> – Classes Resume from Christmas Break

January 20<sup>th</sup> – MLK Day - No School

February 17<sup>th</sup> – Presidents’ Day - No School

March 19<sup>th</sup> – No School (PD Day)

March 20<sup>th</sup> – No School (PD Day)

April 6<sup>th</sup> – 10<sup>th</sup> – Spring Break

May 19<sup>th</sup> – Election Day - No School

May 20<sup>th</sup> – Last Day for Students

May 21<sup>st</sup> – Closing Day for Staff

May 22<sup>nd</sup> – Graduation

## **SCHOOL DAY:**

Students should not arrive earlier than 7:00 A.M. No supervision is provided prior to this time and outside doors will be locked.

- 7:30-7:55 A.M. Students will either be sent to breakfast in the cafeteria or stay in designated areas. (MS/HS – Downstairs bleachers in the gym) (Elementary - Downstairs bleachers in the gym). All students will be encouraged to eat a free breakfast each morning.
- 7:50 A.M. First bell rings. Elementary (K-5th) will go to their classroom with teacher. MS / HS students will report to designated classroom to pick up Chromebooks.
- 7:55 A.M. Second bell rings. Middle and High School (6th-12th) report to first period by 8:00 A.M. Students should be in the classroom of their first period class. Attendance will then be taken and anyone arriving after 8:00 a.m. must check in at the school office and get an admission slip.
- 8:00 Morning announcements (Welcome and Birthdays)

## **LUNCH SCHEDULE**

- 11:00-11:25 A.M. Pre-school
- 11:05-11:30 Kindergarten
- 11:15-11:35 1<sup>st</sup> grade
- 11:20-11:40 2<sup>nd</sup> grade
- 11:30-11:50 3<sup>rd</sup> grade
- 11:35-11:55 SR. Vocational
- 11:40-12:00 4<sup>th</sup> grade
- 11:45-12:05 5<sup>th</sup> grade
- 11:55-12:15 6<sup>th</sup> grade
- 12:05-12:25 7<sup>th</sup> grade
- 12:15-12:35 8<sup>th</sup> grade
- 12:20-12:40 9<sup>th</sup> grade
- 12:25-12:45 10<sup>th</sup> grade
- 12:35-12:55 11<sup>th</sup> grade
- 12:40-1:00 12<sup>th</sup> grade
- 2:30 P.M. Daily announcements
- 2:49 P.M. First afternoon bell rings
- 2:53 P.M. Second afternoon bell rings. Elementary pick-ups will be escorted to the cafeteria by staff. Elementary (K-5th) bus riders, walkers and bikers are dismissed.
- 2: 55 P.M. Third afternoon bell rings. Middle and High School (6th-12th) pick-ups, bus riders, walkers, bikers, and drivers are dismissed.

## **Pick-Up Procedures**

- All students being picked up must go to the cafeteria for dismissal.
- Any person (parent/guardian/sibling or designee) picking up a student must report to the cafeteria using the main entrance on Bracken St. to pick up students. (This is the only entrance that will be open for entrance into the school at any given time.)
- No students will be called to the office for pick-ups at dismissal time.
- Once you pick up your child in the cafeteria, you can exit out of the building using the cafeteria doors.

- Calls made to school concerning changes to what a child is supposed to do at dismissal time must be made prior to 2:00 p.m. (last minute calls are very confusing and difficult to accommodate and often lead to children being sent to the wrong place).
- When arriving at school to pick up students in the afternoon at dismissal time, we ask that you please park only in designated parking spots. Cars will not be permitted to line the curbs during the 2019-20 school year. Cars will not be permitted to park along the curbs painted yellow.

**Minimum Graduation Requirements**

	Pre College Curriculum	High School Curriculum
English	4	4
Social Studies	3	3
Math	4	4
Science	3	3
Physical Education	½	½
Health	½	½
Arts & Humanities	1	1
Practical Living	1	1
Foreign Language	2	0
Total Required	19	17
Electives	3	5
Total Credits	22	22

**REQUIREMENTS FOR MCTC, VIRTUAL HIGH SCHOOL, AND VOCATIONAL SCHOOL**

1. Student must be classified as a Junior or Senior for Vocational School, MCTC, or Online College Classes.
2. Approval of Principal
3. 3.0 G.P.A. (MCTC, KY Virtual High School or Online College Classes Only.)

Transportation to Vocational School and MCTC is provided by school. **Once again during the 2019-20 school year, Augusta Independent will be sending a bus to vocational school in both the morning and the afternoon. The morning session will be for first year students and the afternoon session will be for second year students.** No students will be permitted to drive unless prior authorization is given by the principal. AIS Juniors and Seniors who meet the above criteria will be permitted to take classes at MCTC or online college classes. Any course not offered by AIS will be available to students through the use of the KY Virtual High School or online classes. Students will be responsible for all tuition payments to MCTC, KY Virtual High School and for any online classes they sign up for. It is possible that scholarships may be available for dual credit classes. For information on enrolling or signing up, contact the school counselor.

**Classification**

Sophomore	4 Credits
Junior	10 Credits
Senior	16 Credits

**Grading Scale**

Grade	4 <sup>th</sup> -12 <sup>th</sup> Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

**Valedictorian/Salutatorian Requirements**

- Attend the last three (3) semesters at Augusta High School
- Attendance above 94% for all four years of high school
- Valedictorian GPA must be at least 3.5 and be the highest ranking student in the class.
- Salutatorian GPA must be at least 3.25 and be the second highest ranking student in the class.
- Student must take at least two college courses to be considered.

**Weight Scale for College Courses**

A =	5.0
B =	4.0
C =	3.0
D =	2.0

### Latin Honor Graduate Recognition

Beginning with the graduating class of 2013, we will recognize graduates meeting the requirements listed below, as set by the Augusta Board of Education, as Latin Honor Graduates. The distinctions are as follows:

Summa Cum Laude (with highest honor)-- GPA 3.9 and above  
Magna Cum Laude (with great honor)-- GPA 3.6 - 3.89  
Cum Laude (with honor)-- GPA 3.4 - 3.59

Graduates meeting the GPA requirement for these honors will be identified with a stole of a distinct color. BETA Club Honor Graduates that maintain a 3.0 GPA or higher, and are members of the BETA Club will still be awarded the Gold BETA stole.

### **Civics Test**

In 2017, the Kentucky General Assembly passed [Senate Bill 159 \(2017\)](#). The law reads that beginning in July 2018, a student must pass a civics test composed of 100 questions in order to graduate from a public high school with a regular diploma. Each local board of education will be expected to prepare or approve an exam that must be composed of questions from the United States Citizenship and Immigration Services test. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test.

### General Equivalency Diploma Requirements

If a student wishes to obtain a GED whose class has not graduated must submit a valid reason and be given approval by the superintendent to take the General Equivalency test per state law.

### Retention Policy K-8<sup>th</sup> Grade

Retention for K-8<sup>th</sup> grade will be determined by a committee made up of the parent, teacher, guidance counselor, support staff and principal. The final approval will be determined by the principal.

### Confidentiality

Confidentiality is an important part of professionalism. At Augusta Independent Schools the faculty/staff will practice confidentiality. Please keep in mind that other student's grades, attendance, behavior, health or other issues will be kept strictly confidential. Counseling sessions will also be kept confidential.

### GENERAL INFORMATION:

#### VISITORS:

To avoid disruptions of classes and insure the safety of the students, ALL visitors are required to register in the school office. No visitor shall be permitted to pass through the hallways or classrooms without a visitor's pass. Parents are encouraged to make appointments with teachers; however, no one other than school personnel should enter a classroom, or be in the halls, without prior consent from the office.

#### DROP-OFF & PICK-UP

Parents who drop-off their child(ren) in the morning must sign in when they enter the building. Any child not arriving to school on the bus must enter school on the Bracken St. side of the building. There will be a sign in table set up there each morning. No parents/ guardians will be permitted to go to the classroom (K - 12) with their child, but they can walk them to the gym or breakfast. Students arriving after the first bell will be walked to their classrooms by office personnel. The elementary students will sit in the downstairs bleachers in the gym until breakfast at 7:30 a.m. The MS/HS students will go to the gym balcony until breakfast at 7:30 a.m.. Once the morning bell rings at 7:50 a.m., the elementary students will go to their classrooms. MS/HS students will be released from the gym on the 7:55 a.m. bell. They will need to arrive to their first period class by the 8:00 a.m. bell. The instructional day begins once the students and teacher enter the classroom. Therefore, if parents need to meet with the teacher for any reason, a request for a meeting should be made through phone, e-mail, or classroom Dojo. Protection of instructional time is very important for your child. Therefore, we request that parents' schedule meetings during teachers' planning periods or after school.

Parents who pick-up their child(ren) need to report to the cafeteria and wait there until students are brought to the cafeteria after the 2:53 p.m. bells rings. The 2<sup>nd</sup> Street cafeteria door will be unlocked at 2:45 p.m. for parents to go to the cafeteria. Parents will need to wait in the cafeteria and the students will be escorted down by a staff member. All students being picked up will be required to be signed out in the school cafeteria by a member of the AIS school staff. Parents/ Guardians or any person picking up a student from the cafeteria should be prepared to present a valid ID. If your name is not on the student's approved pick-up list, you will not be able to pick the student up. Parents wanting to meet with a teacher should wait until after school.

## SCHOOL BUS SAFETY

### **Walking to the Bus Stop**

- 1) Always walk on the sidewalk to the bus stop, never run. If there is no sidewalk, walk on the left facing traffic.
- 2) Go to the bus stop about five minutes before the bus is scheduled to arrive. While at the bus stop, wait quietly in a safe place well away from the road.
- 3) Do not run and play while waiting.

### **Getting On and Off the Bus**

- 1) Enter the bus in line with younger students in front.
- 2) Hold the handrail while going up and down the stairs
- 3) When entering the bus, go directly to a seat.
- 4) Remain seated and face forward during the entire ride.

### **Riding the Bus**

- 1) Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.
- 2) Never throw things on the bus or out the windows.
- 3) Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
- 4) Never play with the emergency exits. Large instruments or sports equipment should not block the aisle or emergency exits.
- 5) If there is an emergency, listen to the driver and follow instructions.
- 6) Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.

### **Exiting the Bus**

- 1) If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and she may begin moving the bus.
- 2) Make sure that drawstrings and other loose objects are secure before getting off the bus so that they do not get caught on the handrail or the door.
- 3) Respect the "Danger Zone" which surrounds all sides of the bus. The "Danger Zone" is ten feet wide on all sides of the bus.
- 4) Always remain 10 steps away from the bus to be out of the "Danger Zone" and where the driver can see you.
- 5) Always cross the street in front of the bus. Never go behind the bus. If you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.

- 6) Never speak to strangers at the bus stop and never get into the car with a stranger. Always go straight home and tell your parents if a stranger tries to talk to you or pick you up.

### **Bus Discipline Procedures**

- 1) 1<sup>st</sup> Violation – Warning, Student Conference and parent Contact
- 2) 2<sup>nd</sup> Violation – Removal from bus for one week (parents / guardians will be responsible for providing transportation), Parent Contact
- 3) 3<sup>rd</sup> Violation – Removal from the bus full time (parents / guardians will be responsible for providing transportation), Parent Contact

### **MEAL PRICES:**

Augusta Independent is glad to announce that we will continue to be a participant in the Community Eligibility Provision (CEP) program during the 2019-2020 school year. The CEP program is part of the National School Lunch Program (NSLP). Community eligibility is the newest opportunity for schools with high percentages of low-income children to provide free breakfast and lunch to all students.

#### Students

Breakfast:	FREE
Lunch:	FREE

#### Adults

Breakfast:	\$3.00
Lunch:	\$4.00

A variety of A La Carte items will be offered for both breakfast and lunch. Pricing will be posted in the cafeteria during the 2019-2020 school year.

Lunches brought from home need to be "brown bag" lunches or in an appropriate lunch box. Students are only permitted to have juice/milk/water in lunches from home. Students may not bring carbonated/caffeine drinks in lunches or purchase carbonated/caffeine drinks during lunch.

**Students shall not have food delivered from local restaurants or bring food from restaurants.**

#### **MEAL CHARGE POLICY**

**STUDENTS WILL NOT BE PERMITTED TO CHARGE A-LA CARTE ITEMS or EXTRA ITEMS.**

#### **PREPAYMENT PROCEDURE**

Students and or staff may prepay for their meals.

All prepayments are to be presented to the cashier at either breakfast or lunch and these will be entered into their account. A tally of these prepayments will be kept daily. Meals and

extra purchases will be deducted from the amount in their account.

Parents will be notified by mail or email as to the balance in their child's account at the end of each month. Prepayments may be made by the week, month or year.

### LICE POLICY:

To help prevent the spread of lice and bed bugs, Augusta Independent students will no longer be permitted to bring in outside blankets to be used at school.

The head lice check is necessary to protect the health of our students; however, having head lice is not a serious medical condition. Below are the steps we will follow in regards to Lice/Nits. Students may miss one school day for each head lice problem and have an excused absence. Any absence longer than one day will be an unexcused absence.

1. Inspection for Lice/Nits are conducted as needed;
2. Students with nits will be sent home at the end of the school day with a note from the nurse suggesting treatment options. If the child has live bugs (Lice) the student's parent is notified by the nurse and sent home as soon as possible.
3. The child is expected to return to school after treatment on the next school day. If the child does not return the next day, this will be considered an unexcused absence.
4. The child needs to be rechecked by the school nurse prior to returning to class the following day. It is the parent's responsibility to ensure the student reports to the nurse's office before reporting to class to be admitted back to school.
5. Parent will be required to sign a statement acknowledging treatment, giving the name of the medicine or product used. All nits are to be combed out by the parent prior to returning to school.
6. If a child is returned to school without treatment, the parent will be held responsible; any absences will be unexcused.
7. CHRONIC CASES. A chronic case is a child found infested after 3 weekly checks without results from treatment. The Cabinet for Families & Children will be notified at this time by the nurse or school counselor.

### GUIDELINES FOR HANDLING BED BUGS

To help prevent the spread of lice and bed bugs, Augusta Independent students will no longer be permitted to bring in outside blankets to be used at school.

Bed bugs can occur in any community regardless of the population, per capita income, ethical/racial make-up of the population, or any other factor. Except for a few minutes of

contact during which the bugs may feed on the skin, bed bugs do not live on a person, unlike head lice that remain in the hair of a person.

The Bracken County Health Department considers bed bugs as a nuisance; however, they are **not a threat to health and do not directly spread disease**. They do not inspect or provide any treatment recommendations. Services provided by county health departments can vary depending on the population they serve.

The following guidelines will be used to handle the potential need to inspect a student, student belongings, or any classroom furnishings for bed bugs. **All staff will take great care to maintain student/family privacy and dignity.**

### For a Suspected Case of Bed Bugs

- A. Discreetly remove the student from the classroom and take the student to the appropriate personnel to perform an inspection for insects and/or bug bites. Bed bug bites are often seen as three (3) bites in a line on exposed areas of the body such as neck, hands, arms and feet. However, there is no way to tell a bed bug bite from another insect bite alone. Additional evidence/information, and insect specimen identification is helpful when trying to determine a true infestation. Bed bugs only feed on human blood and then quickly retreat from the human body to hide in the environment of mostly fabric, wood and paper surfaces.
- B. If on inspection there is **no** evidence of bed bug infestation, the student will be sent back to class.
- C. If on inspection bed bug infestation is evident, proceed to the following section.

### If Bed Bugs are Found on a Child

- A. **Students should not be excluded from school due to bed bugs.**
- B. Discreetly remove the student from the classroom and take them to the office so the appropriate personnel can perform an inspection of the student's clothing and other belongings (including, but not limited to: shoes, jacket, hat, books, back pack and school supplies). Place any of the student's unneeded items (i.e. book bag) into a large plastic bag and tightly seal the bag. The bag will remain in a secured place until the student leaves for the day.
- C. Check areas where the student and affected belongings may have had a chance to sit for an extended period of time (i.e. locker). If a bed

bug(s) is found, remove it by use of gloves, tape, tweezers, tissue, etc., being careful not to crush the bug to help identify it. Place the bug(s) in a sealed plastic bag.

- D. Identify the location of any siblings (or other students residing in the home) in the building. Notify the personnel in the respective building of the siblings who need to be checked discreetly.
- E. Contact the parent or guardian of the student to inform him/her of the bed bug presence on the child. Ask the parent or guardian if there is a known bed bug problem in the house. If yes, ask about what actions have been taken to eliminate the bed bugs. If needed, explain that they should contact a qualified inspector from a pest control company to come to the home and inspect for bed bugs to make treatment recommendations.
- F. Ask the parent or guardian to:
  - 1. Send only essential items to school. These may be inspected on arrival at school. It is best to keep non-essential items at the school to help prevent transfer of bugs from the home.
  - 2. Keep school items sealed in a plastic bag or tote and off the floor at home. Limit items taken back and forth from home to school until the home is treated.

#### **If Bed Bugs are Found in the Classroom**

- A. Notify the Principal who will then notify the custodian.
- B. Evaluate the area where the bed bug was found to determine if any other furnishings or belongings need to be checked for bed bugs.
- C. If any other students or belongings are found to have bed bugs on them, follow the steps in the above section.
- D. The custodian shall vacuum the affected area after school. To help prevent the spread of bed bugs from room to room, place about one-half (1/2) cup of cornstarch on floor before vacuuming, so that bugs are sucked into the vacuum chamber to suffocate. Dispose of vacuum bag in its own sealed garbage bag immediately after the cleaning has ended in that classroom.
- E. If an insect is identified as a bed bug, the decision to contact a licensed pest control operator of an inspection of the area will be made by the Director of District Services.
- F. The results of the licensed pest control operator's inspection will determine if any treatment is needed to be performed inside the school building. Only a property licensed pest

control company shall perform required treatments that are needed.

- G. Research strongly suggests that, in general, insecticide treatments, within school districts should be avoided unless absolutely necessary, and virtually never as a preventative measure. Should a treatment be required, the pesticide/insecticide application must be approved in advance by the Director of District Services.

#### **Parent(s) or Guardian Notification**

Notification of other student households of a specific classroom, building, and/or bus, will be made, as necessary, on a case by case basis, should there be evidence that bed bugs may have traveled to other students.

#### **NEW IMMUNIZATION INFORMATION**

A recent amendment to the Kentucky Administrative Regulation on the immunization schedules for attending school added new immunization requirements for the school year, beginning on or after July 1, 2018.

Effective July 1, 2018, all students in kindergarten through twelfth grade must show proof of having received two doses of Hepatitis A vaccine to attend school. If your child has had these immunizations, the School Health Nurse needs a copy of the immunization record at or before the beginning of the 2019-2020 school year.

For entry into 6th grade, the following immunizations need to be added: (1) dose of Tdap, (1) dose of meningococcal. This is a new requirement for the 2011-2012 school year. The child needs to have had (2) doses of the Varicella vaccine unless the child has had the chicken pox disease (this is for Kindergarten as well as 6th grade entry). Chicken pox has to be documented in writing by a physician or ARNP.

#### **DISPENSING MEDICATION POLICY**

##### **AUTHORITY TO DISPENSE**

The school nurse shall dispense prescription medication(s) to pupils only if the medication has been prescribed or ordered by a physician, dentist, or Advanced Registered Nurse Practitioner (ARNP). ALL OVER-THE-COUNTER MEDICATIONS such as cold medication, Tylenol/Motrin, cough drops, eye drops, Pepto/Kaopectate etc. must be provided by the parents. NO MEDICINES ARE PROVIDED BY THE SCHOOL. Antiseptic and other appropriate emergency medications shall be maintained in the nurse's office.

## **PARENT PERMISSION**

Parents are responsible to bring ALL medicine to the school on behalf of their child(ren). NO medications are accepted from a child for any reason.

Parents may bring medicine from home only after the following conditions are met.

1. The proper form is completed by the parent. Any student allergies (food, insect, or seasonal) are to be listed on this form at the beginning of the school year.
2. Prescription medications will not be administered without the consent of the prescribing physician. If this form is not on file, the school nurse will fax the consent form to the prescribing physician prior to administration of medication. Ultimately, it is the parent's responsibility to obtain this form.
3. All prescription medications are to be in a labeled pharmacy bottle with the child's name, physician's name, medication and dosage information.
4. Over-the-counter medications may be brought to the nursing office at the beginning of the school year. The nurse will label the bottle with the child's name. No medications will be accepted in an envelope, plastic bag, etc. Any medications with an expiration date will be discarded and the parent will be notified by the nurse.

## **STORAGE**

All medications dispensed to pupils by authorized school personnel shall be kept in the school in a safe, secure place designated by the Principal. In addition, authorized school personnel shall document on approved forms the dispensing of medications to pupils.

## **SELF-ADMINISTRATION**

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician due to an exceptional medical need.

Provided the parent/guardian and physician file the written statement/authorization each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication once this form is received.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

## **TECHNOLOGY ACCEPTABLE USE POLICY:**

The Augusta Independent School District provides students and staff with a service called the Network. The Network is a computer service, which includes the use of computers, servers, software, Internet and E-mail. These procedures also

address the use of stand-alone computers, peripherals, telephone usage and other instructional technology equipment.

In addition to providing students with the understanding and skills needed to use the Network and telephone services in an appropriate manner, the Augusta Independent School District:

- Reserves the right to monitor telephone use, all computer use or lack of use and all activity on the Network.
- Reserves the right to deny access of the Network to any individual.
- Shall establish procedures that will maximize the Network system security.

The following standards for student and staff access to the network will be as follows:

- Network access throughout the district is to be used for instruction, research, school administration and reasonable, non-work related communications. District access is not to be used for private business.
- Instructional staff will select and guide students on the appropriate use of Internet and instructional software on the Network.
- The district will be responsible for supervising network use. Auditing procedures are in place to monitor access to the network. The district web filter will be monitored and updated in accordance with the federal legislation, Children's Internet Protection Act (CIPA: 47 U.S.C. 254), KY Senate Bill 230, and KY KAR 5:120.
- However, the district cannot continually monitor every communication and network session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access and supervision from outside the district premises is the responsibility of the parents or guardians.
- Users should not reveal their full name and personal information (address, phone number, financial information, social security number, etc.) or establish relationships with "strangers" on the Network, unless the communication has been coordinated by instructional staff.
- Staff will not reveal a student's full name or post a picture of the student or the student's work on the Network with personally identifiable information unless the parent has given consent.
- The content of any district web page is the responsibility of the sponsoring staff member who hosts the page.
- School-related clubs and organizations that wish to establish a web site must be a part of the school's web account or receive permission through the district technology leadership to utilize a third-party web site.
- Non-instructional chat rooms may not be included on any school web account.
- Be polite. The use of appropriate language shall not include vulgar or abusive messages.



- Attempting to disrupt communication on the network by creating or downloading computer viruses or destroying data of others is a form of vandalism.
- Passwords are private. Do not allow others to use your password. Do not use another user's password or trespass in folders, work or files of others.
- Use of the Network that offends or tends to degrade others will not be allowed.
- Do not attempt to gain unauthorized access to resources and entities.
- Do not install or use any unauthorized software or hardware to any district computers system or Network.
- Do not use the Network for any illegal activity, including violation of copyright or other contracts.

### **E-Mail Usage**

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@Edu service from Microsoft. By signing off on the signature sheet, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Students and employees of the Augusta Independent School District are prohibited from using district resources to establish Internet E-mail accounts through third party providers (Gmail, Yahoo mail, etc.). Only Kentucky Education Technology Systems email (also known as live@edu) can be used.

### **Staff and Student Owned Computing Devices**

The Augusta Ind. School District continues to improve network services. Where wireless network access is available, students and staff may be permitted to use personally owned devices, when deemed appropriate. The following conditions must be addressed prior to AIS allowing access to any personal device: Security, including virus protection; network stability; liability for personal property; repairs and upgrades.

Any student or staff member who brings a personally owned computer or other technology device to school shall be

personally responsible for the safety and security of the equipment, and shall therefore be responsible for any damages to those devices. No privately owned device shall be granted access to the AIS network without authorization of the AIS district technology staff. Any device that connects to the internet is considered via wireless connection is considered a technology device. Any device that operates via any operating system is considered a computing device. Student owned devices connecting to the AIS network wirelessly may be granted internet access only. All internet traffic shall be logged and filtered through the district policy.

Any software residing on a privately owned computing device is the sole responsibility of the owner and must be personally owned and legally obtained. AIS shall not be responsible for determining whether software residing on privately owned devices is legal. Anti-virus software is the responsibility of the owner and must be updated to meet the minimum requirements of the district. Any device failing to meet anti-virus standards will be denied access to the AIS network. Any personal software residing on student or staff owned devices that interfere with the AIS network may be removed by the district technology staff; alternately, the technology staff may remove the device from the network until such software is removed.

Repair and maintenance of student and staff owned devices is the sole responsibility of the owner. District owned internal components may not be added to personally owned devices. Any damages incurred to personally owned devices as a result of use on the AIS network are the responsibility of the owner. The privacy and security of any item stored on or transmitted by personally owned devices is the responsibility of the owner.

### **For all privately owned computing or technology devices in Augusta Independent Schools, the AIS District reserves the right to:**

- Monitor and log all activity
- Determine when and where the use of such devices is permissible
- Determine whether specific uses of these such devices are consistent with the Acceptable Use Policy and Discipline Handbook
- Determine whether use of these devices or network resources is appropriate
- Install additional management software and/or apply permission or security policies to such devices
- Remove the user's access to the network and/or terminate the right to use personally owned equipment in district facilities if it is determined that the user has engaged in unauthorized activity or has violated the Acceptable Use Policy.

### **Telephone Usage**

- Telephone calls are available primarily to provide two-way communication with the school office and for contact with parents.
- Students may use the school office telephone when there is a legitimate need such as: calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instruction will not be interrupted to transfer calls except in emergencies.
- The personal use of cell phones by students during the school day is prohibited. Staff may utilize cell phones during instructional time only for educational/professional purposes.

All guidelines contained within this AUP governing inappropriate language apply to telephone usage.

### **Internet Safety Education**

It shall be the responsibility of all members of the Augusta School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. The implementation of this provision is delegated to the District Technology Coordinator who shall report annually to the building principals on the educational activities undertaken to comply with this subsection.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **Student/Parent/Guardian Infinite Campus Portal Use**

Augusta Independent offers Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere, anytime. In order to have access to the site, every parent/guardian and student is expected to act in a responsible, ethical and legal manner. The IC Portal is available to every parent/guardian of a student enrolled in the AISD.

### **Disciplinary Action**

- Student discipline for violation of any part of these procedures shall be based on the number of and severity of the infractions.
- Student disciplinary action includes, but is not limited to, the loss of any or all computer privileges, termination of the user's account, and removal from the class with a failing grade and/or suspension/expulsion. Privileges will be reinstated at the discretion of the district administrators.
- Discipline of staff may involve actions up to and including termination of employment.
- Parents, guardians and/or perpetrators may be billed for damages to technology resources.
- Illegal/criminal activities will be referred to the appropriate law enforcement agency

As a student signing the Student/Parent Acknowledgement, I understand and will abide by the Augusta Independent School District's Acceptable Use Procedures for school-owned devices, the Network and Telephone Usage. I further understand that any violation of the regulations stated in these procedures is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued.

As a parent signing the Student/Parent Acknowledgement, I have read the district Acceptable Use Procedures for school-owned devices, the Network and Telephone Usage with my child. I understand that access to the Network is designed for educational purposes. The district/school has taken precautions to eliminate controversial material; however, I recognize it is impossible to restrict access to all controversial materials. I will not hold the district/school responsible for materials my child acquires on the Network. Further, I accept full responsibility for supervision when my child's use is not in a school setting.

Also, by signing the Student/Parent Acknowledgement, the Augusta Independent School District has permission to photograph our child and use his/her name and photograph for purposes including but not limited to educational video, local media outlets, school web site, and school social media accounts.

### **PHYSICAL EDUCATION:**

If a student is signed up to take a physical education class, he/she MUST wear proper attire while practicing. Shorts or sweats, T-shirts or sweatshirts, and tennis shoes are considered proper attire.

## SCHOOL FUNCTIONS:

Students participating in or observing extra-curricular activities on or off school property are subject to the same discipline procedures as during the school day. Specifically:

- A. Students are not to be disruptive or interfere in any way with the orderly conduct of athletic events, or any school function on or off school property.
- B. Students are not to use verbal or written racial or individual slurs, abusive, profane, or obscene language, signs or vulgar gestures at any school function on or off school property.
- C. Any disruptive behavior will lead to suspension of extra-curricular activities and possible suspension from school.

\*Students may be suspended from participating in extra-curricular activities for a period not to exceed one calendar year for violation of the Student Code of Conduct or violation(s) of the posted rules and regulations established by the individual coach or activity advisor.

## SCHOOL SPONSORED EVENTS:

Students are expected to conduct themselves in a mature and acceptable manner. The school rules outlined in the Code of Conduct apply to dances and other school sponsored events.

- A. Students are not permitted to possess, consume, or transport alcohol, tobacco, or illegal substances before, and/or during any school sponsored events. Consequences for the violation could include suspension, expulsion, referral to legal authorities, and suspension from all extracurricular activities.
- B. Students should be respectful to peers, chaperones, and school property.
- C. Students are not permitted to use profanity or obscene language.
- D. Students are expected to abide by the school dress code to all school sponsored events.
- E. Sexually explicit dancing such as freaking, grinding, or any type of dancing that could be construed as vulgar or provocative is prohibited.
- F. Students from other schools are not permitted to school dances unless approved by the principal/designee.
- G. Students should arrive at the scheduled time for the event and have arrangements made to be picked up on time.
- H. If a student leaves the event, he or she will not be permitted to re-enter.
- I. Students must be in school the day of the school sponsored event unless there is an excused absence and approved by the principal/designee. If the school sponsored event is on Saturday, the student must have attended school on the last school day of the week.

## PROM:

Prom is an annual fundraiser for the junior class. Fees are \$15 for a single ticket or \$25 for couples. Seniors are admitted free to the prom as a gift from the junior class. However, seniors must pay for their prom date. Prom dates cannot have reached their 21st birthday. Any date that is not a current student of AIS, must have prior approval from AIS administration before being allowed to attend. Students bringing guests from other schools will be required to fill out the Guest request form. These forms will be available upon request in the office. AIS administration reserves the right to refuse anyone not meeting requirements admittance to the prom. The junior class sponsors are responsible for prom planning and decorating and the sophomore sponsors are responsible for After Prom.

## STUDENT DRIVERS:

Students who possess a valid driver's license may drive to and from Augusta Independent School; however, they must obtain a **driver's permission pass** as soon as they begin to drive to school. A valid Augusta High School Parking Permit must be displayed at all times or the vehicle registered through the school. Unauthorized vehicles parked in the student parking lot may be towed at the owner's expense. All student vehicles must be parked in the student parking lot. No student shall be permitted to leave Augusta School and drive to MCTC or Vocational School. **ALL** MCTC and Vocational students will be required to ride the bus. **This is a school policy, and any student who does not follow this regulation will be subject to disciplinary action and loss of driving privileges and/or off campus courses for the entire school year.**

### **NO PASS/NO DRIVE (HB 32- KRS 159.051)**

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency or a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or equivalent of four courses, in a preceding semester. A student is deemed to have excessive absences when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

## TELEPHONE USAGE BY STUDENTS:

**Students are not permitted to use cell phones and/or classroom phones during the school day. If a parent picks a student up and tells a school employee that their child has texted them or called them from their cell phone, student will be subjected to discipline according to school cell phone policy.**

Student Calls: If a student needs to make a phone call for a legitimate reason such as illness, transportation, money, etc. They MUST use the office phone. If a student uses a cell phone or a classroom phone without consent of the school office, he/she WILL BE DISCIPLINED (See cell phone violation in the discipline code.) Students are not permitted phone calls during school. Only in the case of an emergency will students be permitted to take phone calls. The caller must state the nature of the emergency and the office staff will make the decision. Parents may leave messages for students. Students shall make every effort to take care of "arrangements" before they come to school.

## **ATTENDANCE POLICY**

Students with consistent attendance in school generally have higher grades, are more likely to be successful in future endeavors, and enjoy school more by keeping up with day-to-day activities and the educational process. The Augusta Board of Education approves the following attendance policy for grade entry level kindergarten through 12 to encourage regular attendance of students.

**All parents shall call the office of their child's school every day the child is absent. The parent shall send a note and/or doctor's excuse to school by the end of the day that the child returns to school following an absence. A valid excuse may be excused by the school administrator.**

Attendance for all students in the state will be based on the following:

1. A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
2. A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
3. A half day absence shall be recorded for a pupil who is absent 36 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
4. A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Parents should be mindful of this when scheduling any appointments for their children.

The number of parent notes allowed by the school may not exceed five (5) per school year. Upon the fifth (5<sup>th</sup>) absence with a parent note, the parent will be forwarded a letter from the Principal/designee. Any further absences will be unexcused unless documented by a doctor, health department official, or court official. Any absence not properly documented and accepted by the Principal will be unexcused.

Kentucky law states that the parent or guardian is responsible for keeping his or her child in regular attendance. The definition of truancy is as follows according to KRS 159.150 and House Bill 72: Any public school student who has not reached his or her twenty-first birthday who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three or more days, is a truant. A habitual truant is a student who has been reported as truant two (2) or more times. Students who are 18 and have not reached their 21<sup>st</sup> birthday are to be held accountable if the student fails to comply with school truancy laws. The three days of absences do not have to be consecutive.

The following items describe what to expect if a student begins to accumulate unexcused absences or tardies:

1. At **2 unexcused absences or tardies** (not necessarily consecutive) an initial parent contact will be made by the school to determine the nature of the absenteeism and remind the parent of his/her obligation to contact the school on the days of absence and return the child to school with the appropriate documentation to excuse the absences.
2. At **3 unexcused absences or tardies**, the Director of Pupil Personnel (DPP) or his/her designee will make a visit to the parent/guardian (and to the school if appropriate) to inform him/her of the unexcused absences and possible consequences for further violation. This visit is also to encourage the parent/guardian to provide information that would assist the DPP or the school in addressing unmet needs of the child/family that hinder attendance.
3. At **4 unexcused absences or tardies**, the DPP or his/her designee will, if warranted/send a written notice to the parent/guardian informing him/her of the student's continued truant status.
4. At **5 unexcused absences or tardies**, the DPP or his/her designee will either send certified a written Final Notice to the parent (or to the student in the case of truancy), or deliver the Final Notice to the address of record. This notice is valid for the calendar year.
5. At **6 unexcused absences or tardies**, the DPP or his/her designee will cause a complaint to be filed with either the County Attorney's office for Educational Neglect against the parent/guardian and/or the Court Designated Worker (CDW) for Truancy against the student.
6. **Grades K-12**. Any student with **10 unexcused absences** shall not be able to attend school extracurricular activities including, but not limited to: dances, athletic events and school sponsored community events held on school property. **Grades 9-12** will not be entitled to attend prom. **Senior class students** will not be entitled to walk across the stage during graduation exercises.

7. Conference with student should start after the second unexcused absence and will continue thereafter for additional unexcused absences.

NOTE: Every 6 absences or tardies is grounds for an additional charge of Educational Neglect and/or Truancy.

The school approves the cause or reason for a student's absence. If the absence is excused, the student will be given the opportunity to make up work missed while absent. All work must be made up, and it is the responsibility of the student to initiate whatever steps are necessary. The teacher is required to provide the opportunity for make-up work in the time allotted.

Students will be responsible for all work to be made up in accordance with the number of days missed; however, a maximum of five (5) school days is allowed for make-up work. For example, if a student missed three (3) days the student is allowed three days to turn in make-up work. If ten (10) days are missed, all work must be turned in within five (5) school days.

After a student has been absent seven (7) days in a year – either excused or unexcused – a doctor's statement must be presented to the school for medical reasons for the remainder of the year for additional absences to be excused and make-up work allowed or a valid excuse may be approved by the principal.

When the school does not approve the reason for absence, the pupil will not be given an opportunity to make up work missed while absent, and will be given a zero for any grades given on any day of absence.

### EXCUSED ABSENCES/TARDIES

The following are accepted reasons for an excused absence:

1. Illness of pupil
2. Severe illness in family
3. Death in family
4. Appointment with doctor or dentist (should be scheduled around school hours)
5. Court summons –excused if evidence presented to school from court services shows the time and date of court appearance.
6. Driver's license tests – allowed one-half (1/2) day for each test. Must take note to school from person administering the test.
7. College or career day. Limited to seniors-one day per student. Must be approved by principal.
8. Unavoidable emergency. This request must be approved by the principal. The principal's decision will be final.

9. Students applying for excused absences for attendance at the Kentucky State Fair shall be granted one (1) day of excused absence.
10. Religious holidays and practices
11. Educational enhancement opportunity of significant value.  
(Must be approved by the principal).
12. Documented military leave.
13. One (1) day prior to departure of parent/guardian called to active military duty.
14. One (1) day upon return of parent/guardian from active military duty.
15. 4-H activities.

### UNEXCUSED ABSENCES/TARDIES

Reasons for absence from class which will not be excused include, but not limited to:

1. Truancy (violation may result in court case)
2. Local weather conditions
3. Indifference of parents or guardian
4. Working
5. Suspension
6. Oversleeping
7. Car trouble
8. School trips not attended by students
9. Senior skip day is not acceptable and parent notes will not excuse the student for that day. To receive an excused absence a student must have a doctor's excuse signed by the doctor.

### PRE-ARRANGED ABSENCES

An absence may be pre-arranged. When parents know in advance their children will miss school, advance arrangements must be in writing to the principal or designee. The pupil is responsible for obtaining all assignments for the days to be missed. For every day the pupil has a pre-arranged absence, he/she will receive the same amount of time to complete make-up work.

All pre-arranged absences must be arranged at least five (5) school days in advance, barring unforeseen circumstances or emergencies. No pupil may have more than three (3) pre-arranged absence days in one school year. Pre-arranged absences are counted as excused absences.

A pre-arranged absence may not be used to extend any days for the following:

1. Vacation
2. Beginning and end of school year
3. Thanksgiving
4. Christmas
5. State Testing Cycle
6. School-wide break.

### ENTRY AND EXIT LOG TO BE MAINTAINED

Kentucky State Law requires an entry and exit log to be maintained at each school. Required information includes date, student name, grade or homeroom, time signed in, time signed out, reason, parent signature and any other information which may be desired by the local board of education. These logs are used to determine attendance when a child leaves early or comes in late. If a parent calls in for a student to leave, the above information must be written in a call-in log and the person's name who called in must be written by school personnel. For safety measures all visitors must sign in and wear a visitor's badge.

### EDUCATIONAL ENHANCEMENT

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

### HOMEBOUND

For long-term illnesses of five (5) school days or more, the parent/guardian may request a doctor's verification for the student to participate in homebound instruction. Upon presentation of a completed homebound application, the Principal/designee, school counselor, and nurse will determine approval/denial of the physician's recommendation for homebound services.

### TREATMENT OF LICE AND BED BUGS

The initial day a student is sent home for contracting lice will be considered an excused absence. The student will be expected to attend school the next day and will be checked by the nurse/designee upon return to school to assure the student is nit free. Any further absence(s) will be unexcused.

### ATTENDANCE APPEALS

A parent/student may request an appeal of an unexcused absence through the Appeals Committee. The request must be in writing to the building Principal within five (5) days of the absence in question. The Appeals Committee shall consist of the Principal/designee, school counselor, and the Director of Pupil Personnel.

### NON-RESIDENT TUITION POLICY

**All non-resident students (Pre-school-12th grade) must pay tuition to attend our school district unless they meet one of the following criteria:**

1. School employees who are full-time and/or salaried employees may send their children to our district at no cost provided the school has room to accept the child. Tuition waivers will not be granted to part-time or substitute employees.
2. Non-resident students may attend tuition-free, if they can be placed on a "one-for-one" contract or if educational guardianship has been granted to someone living in the Augusta Independent School District. Both enable our district to receive state funding. In cases where educational guardianship exists, student(s) MUST have primary residency with the guardian(s). Termination of the non-resident contract will occur if information proves inaccurate.

**All non-resident students must abide by the following rules of conduct:**

The student has not previously had during the past twelve months or during his/her attendance at Augusta Independent School, more than three (3) unexcused absences per semester.

The student has not previously had or during his/her attendance at Augusta Independent School suspensions or habitual disciplinary issues.

The student has not previously been or during his/her attendance at Augusta Independent School, a habitual truant as defined by statute.

The student has not previously had or during his/her attendance at Augusta Independent School, will not have:

Tobacco use violations on his/her disciplinary record

Weapons violations on his/her disciplinary record

Drug or alcohol violations on his/her record

During his/her attendance at Augusta Independent School, the student must be passing all subjects, making adequate yearly progress and if applicable have a minimum of 3.0 cumulative grade point average.

It is understood that Augusta Independent School will not accept a non-resident student that is facing expulsion proceedings from his/her prior school or that is currently suspended from his/her prior school

It is understood that Augusta Independent School will not accept students with a history of chronic disciplinary problems.

It is understood that Augusta Independent School will not add to existing bus routes and may discontinue a bus route should the route become a budgetary or safety concern.

Augusta Independent School may terminate the contract upon violation of any of the above conditions. Upon such a termination, there will be no refund of tuition. Upon violation of the above conditions, the student will be obligated to withdraw from the Augusta Independent School. Non-resident contracts will cease at the end of the current school year and the student will have to re-apply for admission for the following school year. The student and his/her parent(s) shall be responsible for transportation to and from school. The Augusta Independent School District will not add to existing bus routes and may discontinue a bus route should the route become a budgetary or safety concern. Please contact the Augusta Independent Board Office at 756-2545 with questions pertaining to non-resident contracts.

#### **SCHOOL SAFETY:**

In an effort to improve school safety, we have made the following provisions:

1. Limited access to the school building. Only one entrance door will be unlocked.
2. Security cameras – Video cameras are installed at various locations in and around the school building.
3. Counselor – a full time guidance counselor is employed by Augusta Independent Schools.
4. Supervision Plan – Students will be closely supervised at all times on school grounds and school sponsored trips.

#### **EXTRACURRICULARS:**

Augusta Independent Schools offer students in appropriate grades the opportunity to participate numerous sports such as basketball, baseball, cross country, volleyball, tennis, golf, archery, etc. Students who wish to participate must have a current physical examination and have acceptable grades in their classes.

#### **EMERGENCY INFORMATION/SCHOOL CLOSING:**

In the event of an emergency that is created as a result of a natural disaster, Augusta Independent Schools shall follow the practice of not releasing any student to anyone other than the parents or persons whom the parent(s) have previously designated in writing. Student drivers will not be allowed to leave the school in such cases without prior written permission by the parents (via the Student Authorized Release Form).

This release form is included in the forms sent home on opening day, or given to new students who enroll late.

For emergencies that pertain to particular health problems such as epilepsy, diabetes, heart disorder, etc., the parent or guardian MUST make the principal, bus driver, teachers, etc., aware of this fact. Any medical information that will be helpful in dealing with the child needs to be on file in the school office.

An up-to-date home phone number, work and emergency number should be available in the office for each child. When an address changes, or there is a change in custody, the school needs to be notified immediately.

The student enrollment form should have a local name and number of someone who can and will come to the school and get your child in case he/she gets ill and must leave school. This person may or may not be listed on the Student Authorized Release form.

The Superintendent is authorized to close the school for any condition that might threaten or endanger the welfare of the students and staff. Changes to normal school operations may include, but not limited to, beginning school late, dismissing school for the day, or dismissing school for the remainder of the day. The following radio and T.V. stations will be notified when school is closed or there is a change in normal operations.

Radio:

WFTM (Maysville), WARM/FM (Cincinnati), WEBN 102.7(Cincinnati), WKRC Q102 (Cincinnati), WAKW/FM, WIZF/AM, WINK/FM 94.1(Cincinnati), WNKR/FM, WNKR/AM, WVXU/FM, WLW/AM 700, STAR 96.5(Cincinnati), WUBE/B 105 FM (Cincinnati)

TV:

WCPO/TV9, WKRC/TV12, WXIX/TV Fox 19, WLW/TV5, WKYT/TV27

SCHOOL WEBSITE:

[www.augustaschools.net](http://www.augustaschools.net)

ALERT NOW Phone Messages are sent out to parents and staff of any school closings, delays, or early dismissals. Please notify the school of phone number changes as the messages will be sent out based on what is currently on file.

The decision to close or delay school will be made as early as possible, so please turn to one of the radio/TV stations listed above or visit Augusta Schools website, if there is any doubt that school may be closed.

**POLICY STATEMENT FOR TITLE VI, VII, IX, ADA, AND SECTION 504:**

Students, parents, and employees of the Augusta Independent School District are hereby notified that this school district does not discriminate on the basis of race, color, nationality origin, sex, age, religion, marital status, or disability in its educational activities and employment practices. All vocational education programs, including Business and Office, Consumer Science, and Vocational School classes are offered to students without regard to race, color, national origin, sex, or disability. Special interest classes are offered for adults through the Community Education Program. Adult Education classes are arranged for persons pursuing a GED certificate through the FRYSC Program. Any person having inquiries concerning the Augusta Independent School District's compliance with Title VI, VII, IX, ADA, and Section 504 of the Rehabilitation Act is directed to contact the Central Office. Inquiries should be addressed to: Superintendent, 307 Bracken Street, Augusta, KY 41002. The phone number is 606-756-2545.

### **SENIOR TRIP POLICY**

Seniors will have an opportunity to go on a senior trip to Washington D.C. or New York City per board policy. Students are responsible for raising all funds required for the trip through board approved fundraisers. Parents are responsible for paying the difference of funds not earned through fundraising. In order to make it less of a financial burden for parents, they will make monthly deposits of \$50 in October, November, December, and January. Each senior going on the senior trip will be required to have a \$200 deposit by January 31<sup>st</sup>. The deposit will be reimbursed to parents if enough funds are earned through fundraising efforts. However, this money will go toward any balances remaining after all fundraisers are completed. If the difference exceeds the \$200 deposit, parents will be responsible for that amount or will be reimbursed for the amount not needed to cover all trip expenses. For example, if the class is short \$2000, the amount would be divided equally among the seniors going on the trip. So, if 23 students were going on the trip it would be divided by the remaining balance ( $\$2000 / 23 = 87$ ). Therefore, each student would owe \$87 which would be subtracted from the \$200 deposit ( $\$200 - \$87 = \$113$ ) and parents would be reimbursed the \$113. All expenses must be paid in full before the senior trip. If parents cannot afford the trip expenses the principal should be contacted early to develop a contingency plan. No student shall be excluded from the senior trip due to inability to pay. Senior sponsors will have an informational parent meeting in September and February to discuss the senior trip, class funds and fundraisers. Seniors will not be permitted the privilege of the senior trip if they have received 6 or more Class I discipline violations or more than 2 Class II violations. Students who do not have 93% attendance or better will not be permitted to go on the senior trip (93% of 177 instructional days is 13 days a student could miss and still be eligible for the senior trip). However, if a student's attendance is less than 93%, a written appeal can be made to the principal stating legitimate reasons for the absences. An appeals committee made up of the

principal, district administrator, teacher, and parent will determine if the student would be permitted to attend the senior trip. A full refund for the senior trip deposit will be made to students not eligible to go on the senior trip.

### **DISCIPLINE CODE**

The environment of Augusta Independent Schools must be free from fear, intimidation and disruption. It must be a place where students may learn in an orderly and supportive atmosphere. Teachers must be free to fully use their teaching competence without distraction. Parents must feel confident that their children are safe and secure while at school. It is the responsibility of all members of the school community, administrators, teachers, students, and parents to ensure that this is so.

It is the specific responsibility of the administration with the support of the superintendent and the Board of Education to see that the Discipline Code is enforced in an equitable and consistent manner.

Teachers are responsible for fulfilling the educational needs of all students and accepting student's individual differences. They must also nurture the positive growth of all students and assist them in every appropriate way, while maintaining an orderly classroom.

The school counselor must help students learn to accept and fulfill their rightful responsibilities and assist parents by referring them to appropriate agencies/authorities when more serious problems are encountered.

Students should make certain that they always have their books and other learning materials and complete their assignments and cooperate fully with their teachers. They must not disrupt the school or interfere with the learning of others. They must be encouraged to accept without bias the diversity of the school population.

It is the responsibility of the student's family to see that they regularly attend school on time to learn both physically and mentally.

### **AUGUSTA ALL AMERICANS**

**A Program to reward our students for their Academics, Attendance and Attitude. (Students will be recognized at mid-term and the end of each 9 weeks.)**

#### **K – 4<sup>th</sup> Grade**

Academics -	Complete all assignments
Attendance -	Zero tardies / absences
Attitude -	90 % Dojo



## 5<sup>th</sup> – 12<sup>th</sup> Grade

Academics -	0 Failures
Attendance-	0 tardies / absences
Attitude -	0 write - ups

### STUDENTS' RIGHTS AND RESPONSIBILITIES

Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same rights and not allow his/her own actions to infringe upon the rights of others.

Local school districts have the responsibility to enforce the rules consistently and with equal treatment, regardless of race, color, sex, or national origin. Students, meanwhile, have the responsibility to obey the rules and regulations and to cooperate with those who must enforce them.

#### STUDENTS HAVE THE RIGHT TO:

- A system of public education, which meets the needs of the individual students.
- Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- Physical safety and protection of their personal property.
- Consultation with teacher, counselors, administrators, and other school personnel.
- Free election of their peers in student organizations in which students have the right to seek and hold office.
- Examination of their own personal school records as do their parents/guardians, or their authorized representatives.
- Involvement in school activities without being subject to discrimination on the basis of race, color, national origin, gender or handicap.
- Respect from other students and school personnel.
- Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

#### EACH STUDENT HAS THE RESPONSIBILITY TO:

- Be accountable for his/her conduct and for showing consideration for the rights and property of others.
- Exhibit neatness, cleanliness, and proper personal dress and hygiene.
- Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of

school facilities or buildings, using or carrying weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or issuing threats or intimidation against another person.

- Refrain from gambling, extortion, theft, or any other unlawful activity.
- Refrain from using, possessing, or transmitting any tobacco, alcoholic beverage, illegal or controlled substance.
- Show respect for the education process by taking advantage of every opportunity to further his/her education.
- Practice self-control at all times.
- Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
- Follow the rules and regulations of the Board of Education and/or the school administration.
- Report to class with proper materials and complete all assignments on time and in good order.

### TEACHERS' RIGHTS AND RESPONSIBILITIES

#### TEACHERS HAVE THE RIGHT TO:

- The support of co-workers, administrators, and parents/guardians.
- Work in an educational environment with a minimum of disruptions.
- Except all assignments, including homework, to be completed and turned in as assigned.
- Remove any students from class whose behavior significantly disrupts a positive learning environment for no more than one class period during which time the students will be sent to the office.
- Safety from physical harm and freedom from verbal abuse.
- Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

#### TEACHERS HAVE THE RESPONSIBILITY TO:

- Present subject matter and experience to students and to inform students and parents or guardians of achievement and/or problems.

- b. Aid in planning a departmental curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. Assist in the administration and supervision of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d. Evaluate students' assignments and return them as soon as possible.
- e. Exhibit exemplary behavior in action and speech.
- f. Exhibit neatness and cleanliness in personal dress and hygiene.
- g. Reward exemplary behavior or work of students.
- h. Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
- j. Maintain necessary records of student progress and attendance as accurately as possible.
- k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l. Care for the equipment and physical facilities of the school.
- e. See that their children attend school regularly and promptly.
- f. Be familiar with the educational program and its procedures.
- g. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
- h. Inform children about the disciplinary procedures of the school and emphasize the importance of following the same.
- i. Check with the proper school officials regarding the facts of any situation that they might question.
- j. Support the efforts of school personnel.
- k. See that their children exhibit neatness and cleanliness in their personal attire and hygiene.
- l. See that their children have proper rest and nourishment to perform to the best of their ability.

**ALL TEACHERS SHOULD USE THEIR OWN PROACTIVE METHODS TO IMPROVE BEHAVIOR BEFORE DISCIPLINARY REFERRALS ARE SENT TO THE PRINCIPAL/DESIGNEE. THERE SHOULD BE DOCUMENTATION OF WHAT ACTIONS HAVE TAKEN PLACE PRIOR TO THE REFERRAL.**

#### **PARENTS'/GUARDIANS' RIGHTS AND RESPONSIBILITIES**

##### **PARENTS/GUARDIANS HAVE THE RIGHT TO:**

- a. Send their child to a school with an environment where learning is valued.
- b. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- c. Enroll students in the Augusta Independent School District where they shall attend classes regularly and promptly with minimal interruptions.
- d. Expect the school to maintain high academic standards and to meet the individual learning needs of each student.
- e. Expect the school plant and/or facilities to meet the individual and physical needs of each student.
- f. Review the student's academic progress and other pertinent information that may be contained in the student's personal records.
- g. Address a question concerning their child to the proper authority and to receive a reply within a reasonable time period.

##### **PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:**

- a. Instill in their children the values of an education.
- b. Instill in their children a sense of responsibility.
- c. Instill in their children a sense of self-worth, self-respect, and self-control.
- d. Demonstrate respect for the teachers, administrators, and school personnel during school and at all school-related activities.

THE ADMINISTRATION RETAINS THE RIGHT TO BYPASS ANY STEP OR USE PRINCIPAL'S DISCRETION DUE TO SPECIFIC CIRCUMSTANCES.

**Morning detention is from 7:30 A.M.-7:50 A.M. and after school detention is immediately after school until 4:00 P.M. Students will be given at least one day notice before the scheduled detention. Parent(s)/guardian(s) are responsible for transporting their child to and from detention.**

**Suspension under Kentucky Revised Statute 158.150 (KRS. 158.150) provides for suspension or expulsion of a student for the following reasons:**

- A. Disobedience or defiance of the authority of the teachers or administrators.
- B. Use of profanity or vulgarity
- C. Assault, battery, or abuse of other students or school personnel.
- D. The threat of force or violence; the use or possession of alcohol or drugs; stealing or destruction of; or defacing school or personal property.

**Expulsion from the school is authorized by the Superintendent and the Augusta Independent Board of Education.**

## CLASSROOM EXPECTATIONS - 4<sup>TH</sup>-12<sup>TH</sup>

1. Follow directions the first time given.
2. Be prepared and in your seat when the bell rings.
3. Stay seated unless given permission to get up.
4. Show respect to others with words and actions.

## CLASSROOM PROCEDURES FOR CLASS I VIOLATIONS – 4<sup>TH</sup>-12<sup>TH</sup>

1 <sup>ST</sup> Violation	Verbal Warning
2 <sup>nd</sup> Violation	Classroom Disruption Referral
3 <sup>rd</sup> Violation	Disrespect Referral
4 <sup>th</sup> Violation	Call Principal/Designee

It may be necessary to call the principal/designee immediately if severe inappropriate behaviors occur.

Students will be written up on the school disciplinary referral form and given a gold copy immediately and the remaining copies are turned into the principal/designee. The parent(s)/guardian(s) receive the white copy; office, pink copy; and the teacher will be returned the yellow copy with the actions taken.

Students should report to the principal upon arrival to school the following day to handle the discipline referral.

## CLASS I VIOLATIONS

The following consequences will be enforced:

**\*\* Prior to writing up a student in a class for a Class 1 violation, teacher must make a personal parent contact. Once parent contact has been made and documented, the next time the teacher has an issue with the student, it will result in a referral.**

Level 1: Written referral and conference.

Level 2: Lunch detention two days and parent contact

Level 3: Morning detention three days and parent contact.

Level 4: Afterschool detention four days and parent conference.

Level 5: In School Suspension 3 days

Level 6: Out of School Suspension

All level 6 and above violations will result in additional Out of school suspension days.

**Any student who goes 20 school days without a write up will go down a level on the Class 1 Violation level. (These are for**

**Class 1 violations only.) Class 2 violations are handled separately.**

1. Profanity (not directed towards an individual).
2. Class disruption (continual talking out, sleeping, throwing objects, not prepared, continue arguing with student, including but not limited to).
3. Leaving class without permission (All missed work is unexcused).
4. Skipping detention (Morning, lunch, or after school).
5. Dress requirements: These requirements not only apply to the normal school day, but to special events held at Augusta Independent School. Including, but not limited to Homecoming, Senior Night, Prom, Banquets and Awards Programs. The wearing of any item that may disrupt schoolwork, interrupt scholastic endeavors, or threaten the health/safety of the wearer is prohibited. Students are not permitted to wear shorts/skorts/skirts/dresses with a hem higher than the length of a dollar bill from the bottom of the knee. Crop tops, spaghetti strap tops, muscle shirts, basketball style jerseys, see through or mesh shirts and trench coats are prohibited. All shirts must cover the midriff (stomach) and cleavage area. All pants must fit properly and worn to the waist and thong undergarments must not be visible. All clothing must be free from holes above the knee and shoes worn at all times. Items which promote alcohol, tobacco, drugs, pornography, discriminatory graphics, or contain profanity, vulgarity, sexually suggestive material, or are otherwise offensive are not permitted. Items that depict images of the rebel flag or any other racially derogative content are not permitted. Items such as hats, billfold chains, shoes with wheels, bandanas, sunglasses, pet collars, and pacifiers are not permitted. Dress code violations are at the principal's discretion. **(Students who do not follow the dress code, will be asked to change, and will be given a class 1 violation referral.)**
6. Cheating: Including tests, class work, or homework.
7. Fraudulent notes and/or hall passes
8. Public Display of Affection (inappropriate touching, kissing, hand holding, fondling, groping, including but not limited to).
10. Food/Beverages: Students are not permitted to bring beverages (opened or unopened) and food to school

unless he/she is bringing lunch. Only juice/milk/water will be permitted in lunches brought from home.

**ALL BEVERAGES ARE PROHIBITED DURING THE SCHOOL DAY UNLESS THERE IS MEDICAL REASON SUPPORTED WITH DOCUMENTATION FROM A PHYSICIAN.** Students will not be permitted to carry drinks into the building in Yeti cups or any other type of cup or container. Drinks will be sold at designated times during the course of the school week. At these times, students will only be allowed to carry drinks in their original containers.

**This will be an area of focus during the 2019-20 school year. Food and drinks will not be permitted outside of the cafeteria unless it is during Friday afternoon snack sales. It is an expectation that all teachers help us enforce this rule in all areas of Augusta Independent.**

10. Littering on school grounds or inside the building.
11. Bus disruption: (continual yelling or being loud, out of seat, throwing objects, having food/beverages, arguing with student(s) or bus driver, including but not limited to).
12. No hall pass: Students must have a teacher hall pass at all times while in the hallway during class. A hall pass is to be given no more than two times per semester unless there is an emergency. A student's hall pass privileges may be revoked if they are habitually out of class.
13. Tardy to school or class (All missed work is unexcused), Tardies are addressed as separate Class I violations. Tardies will be an area of focus for the 2019 – 2020 school year.
14. Use of fidget spinners or other toys that could disrupt class are prohibited unless student has a medical note from a doctor on file. (Items will be taken and given to principal.)

## CLASS I VIOLATIONS

The following consequences will be enforced. The administration retains the right to use discretion of appropriate consequences due to specific circumstances:

- Warning and student conference
- Parent contact and/or conference for all Class II Violations
- Lunch, morning, or after school detention
- Removal from vocational school
- Loss of cell phone
- Suspensions (Up to ten days)

- Counseling referral
- Court referral
- Charges filed with police
- Expulsion recommendation

After five violations, the student will not be permitted to attend/participate in extracurricular activities such as; athletic competitions, club sponsored events/dances, senior trip etc. for two weeks.

Each additional violation will result in losing extracurricular activities for the upcoming two weeks.

After eight violations, the student will not be permitted to attend/participate in extracurricular activities for the remainder of the school year.

1. Disrespectful behavior toward a teacher or any school employee (Refusal to comply with a reasonable request, use of profanity, slamming objects and/or doors, back talking, rude gestures and sarcasm, etc.).
2. Electronic devices such as, cell phones, MP3 players, pagers, CD headsets, hand held games, prohibited during school hours per Board of Education policy. **These devices are not permitted on you during the school day and must remain in your locker, backpack, purse, vehicle, school office, etc. Cell phones or other devices are not permitted to be in pockets of garments.** Cell phone use is strictly prohibited during the school hours such as texting and/or making calls during school hours without permission from the office.

### Consequences for having / using cell phone:

**1<sup>st</sup> Violation: 1 day suspension and parent notification (cell phone will be confiscated returned only to a parent/guardian)**

**2<sup>nd</sup> Violation: 2 days suspension from school (cell phone will be confiscated returned only to a parent/guardian.)**

**3<sup>rd</sup> Violation: 3 days suspension from school (cell phone will be confiscated returned only to a parent/guardian.**

**\*\*\* Use of Social Media of any type during the school day, unless part of teacher directed instruction, or assigned project or lesson is strictly prohibited.\*\*\***

3. Fighting: Administration reserves the right to discipline the initiator more severely than the defender.

4. Aggressive behavior such as pushing, pulling, slapping, pinching, flicking etc. a fellow student.
5. Racial/derogatory comments (Any intentional comments directed to any person with the intent to degrade their ethnic background or disability)
6. Leaving School Property/Building
7. Participation in sexual activity, abuse, or harassment of any kind, including the use of the Internet and/or pornography.
8. Disruption of school: Intentional setting of a fire, false fire alarm, bomb threat etc.
9. Fireworks: possession, selling, purchasing, distributing or use of but not limited to.
10. Alcohol: possession, under the influence, transmitting, distribution, or consuming on school grounds at anytime or at a school-sponsored activity.
11. Drugs: possession, consumption, distribution, or influence of over the counter or illegal drugs and their look-a-likes, including but not limited to amphetamines, barbiturates, methadone, opiates, benzodiazepines, cannabinoids, cocaine, phencyclidine, propoxyphene, and methaqualone)
12. Assault and/or threat toward a school employee or student on or off school property including school sponsored functions.
13. Bullying is strictly prohibited and will not be tolerated at AIS.  
 (1)(a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:
  1. That occurs on school premises, on school sponsored transportation, or at a school sponsored event; or
  2. That disrupts the education process.
 (b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Examples of bullying are as follows, but not limited to:  
 Verbal bullying includes –teasing; name-calling; inappropriate sexual comments; taunting; threatening to cause harm

Social bullying includes –leaving someone out on purpose; telling other students not to be friends with someone; spreading rumors about someone; embarrassing someone in public

Physical bullying includes–hitting, kicking, or pinching; spitting; tripping or pushing; taking or breaking someone’s things; making mean or rude hand gestures

Incidents of bullying should be reported immediately to an administrator, teacher, or faculty member. Any bullying incident that is reported to the office will be investigated thoroughly by the administration. It will be documented and handled as seen fit, according to discipline guidelines, by the administration. All confirmed bullying will be recorded in Infinite campus and parents will be contacted and this will all be documented by the office personnel and administration.

14. Extortion (forcing of goods or money from another student or school employee).
15. Vandalism of school, grounds, or personal property on school grounds or at school-sponsored activities.
16. Theft, attempted theft or possession of stolen property.
17. Breaking and entering any school building.
18. Gambling is strictly prohibited on school property.
19. Smoking, juuling, vaping or any form of tobacco use at school or any school or club sponsored event. (As according to KRS 438.350 – Prohibition against possession or use of tobacco products by minors, Administration reserves the right to press charges and turn juul or vape over to AIS Resource Officer or Augusta Police Department.
  - 1<sup>st</sup> violation – 3 days ISS
  - 2<sup>nd</sup> and beyond – 3 days suspension
20. Weapons: A student who transports, is in possession of, or conspires to have brought a gun/knife/any item which could be used as a weapon to school or to a school sponsored activity on or off the school campus will be immediately suspended and a recommendation shall be made to the Board of Education for his or her expulsion from school. This rule holds whether or not the gun is operable or inoperable, loaded or unloaded, and is or is not used to intimidate or harm another. A student who likewise transports, possesses or conspires to have brought to the school or school activity any other kind of illegal weapon will be immediately suspended and expulsion recommended.

Folding pocket knives: A student who uses a knife or other weapon or a commonplace item such as a

stone or stick to intimidate or harm another will be immediately suspended and expulsion recommended.

#### **Bus Discipline Procedures**

- 1) 1<sup>st</sup> Violation – Warning, Student Conference and parent Contact
- 2) 2<sup>nd</sup> Violation – Removal from bus for one week (parents / guardians will be responsible for providing transportation), Parent Contact
- 3) 3<sup>rd</sup> Violation – Removal from the bus full time (parents / guardians will be responsible for providing transportation), Parent Contact

KRS 527.070 – Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.

#### **KRS 158.150 - Suspension and Expulsion of Pupils**

- (a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use of possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school.

#### **Other Situations:**

The discipline committee that consists of students, parents, teachers and administrators has made every attempt to develop rules and regulations which address situations that may occur at Augusta Independent Schools. If a situation occurs which is not addressed in the code guidelines it is the responsibility of the administration to take prudent and responsible action to protect the educational welfare of all stake holders in the school building.

#### **Lockers:**

Students will be assigned a locker which is shared with another student. No student is to use a private lock on school property. Lockers are the property of the school and may be searched at any time. Students will be held responsible for the possessions in their lockers and the school is not responsible for personal possessions.

#### **Orientation of the Discipline Code:**

All students in grades 4th through 12th will attend an orientation of discipline regulations within the first week of school. Students not in attendance during this time will be scheduled at a later time with a school administrator for orientation. All new students to the district will also be oriented upon enrolling.

#### **DUE PROCESS**

Before being suspended, a student will be entitled to the due process procedures A, B, and C below. A student can, however, be immediately suspended without due process procedure, to protect persons, property, or to avoid disrupting the on-going academic process. In this latter case, the due process procedure will follow the suspension within a reasonable amount of time as determined by the principal.

- A. The student has been given an oral or written statement of charge(s) against him/her, which constitutes cause of suspension.
- B. The student has been given an explanation of the evidence of the charge(s) if the student denies the charge(s).
- C. The student has been given an opportunity to present his/her version of the facts to the charge(s).

**NOTE:** After three (3) out-of-school suspensions, serious, or repeated misbehavior, a student may be recommended to the Board of Education for expulsion. The Augusta Independent School has the right to, and may at any time, call local or state police authorities for assistance in the intervention or deviant behavior. Once this is done the officer(s) may assume authority over the disposition or handling of a student or situation, legal repercussions may result.

#### **SEARCH AND SEIZURE**

The courts have ruled that a school official may make reasonable searches and seizures of students and property if there is reasonable suspicion that school policies or rules have been broken.

Search of a pupil's person shall be conducted by a certified employee directly responsible for the conduct of the pupil and only with the express authority of the Principal/designee.

The school and student jointly hold property such as lockers and desks. School authorities have the right to conduct general inspections of all jointly held property on a regular basis. A single desk or locker may be searched.

Appropriate law enforcement officials may be contacted for assistance in the following instances:

1. To search any area of the school premises, any student, or, with proper warrant, any vehicle on school property; and:
2. To identify or dispose of anything found in the course of a search.

**TEACHER INITIATED ACTION  
AUGUSTA ELEMENTARY  
Kindergarten-6th Grade**

Augusta Elementary implements a Classroom Management System that gives every student the opportunity to assume responsibility for his or her own behavior. Each child deserves the most positive educational climate possible for academic growth. Starting with the 2015 – 2016 school year the Augusta Elementary students in grades K – 3<sup>rd</sup> will be using the Class Dojo management system.

Class Dojo is a web based program which allows teachers to track students' behaviors (negative AND positive) easily and efficiently. The program is based on points, and students can be given positive points for things like being on task, being respectful, participating, or working hard. On the other hand, points can be taken away if students are off task, talking out, or unprepared.

Each student will be added to the online management system. Parents/ guardians will be given a student access code so that they can log on to the website. Once logged into the site, parents/ guardians will be able to see how many points they have, which positive behaviors were noted, and which negative behaviors they need to work on.

One of the greatest features of Class Dojo is that it allows us to send parents a "behavior and skills report" every Friday by email. All you need to do is use the parent access code to get signed up. Our hope is that this will help you better understand the progress of your student's behavior on a week- to – week basis. More information will be made available prior to the start of the school year.

**SCHOOL RULES:**

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects in their place.
3. Use kind words and actions.
4. Be courteous and respectful.
5. Be safe in/out of the building.

To encourage students to follow the classroom rules and provide a positive atmosphere, appropriate behavior will be recognized with praise, special privileges, and participation in Panther Club on Fridays.

Everyone begins the day on zero. Teachers will add / subtract points as deemed necessary according to students' positive and negative behaviors.

**REWARDS**

Daily rewards will be given to all students who finish the day with a point total of 0 and above.

Students who finish the week with at least a 75% positive rating (calculated by Class Dojo and showed on a Pie graph that can be monitored daily on the web site.) will receive Panther Club.

Students who finish each 9 weeks grading period with at least an 80% positive rating (calculated by Class Dojo and shown on a Pie graph that can be monitored daily on the web site.) will receive a reward party.

**CONSEQUENCES (Daily)**

Negative 1 (-1) points -	Warning
Negative 2 (-2) points-	Lose 10 minutes of recess
Negative 3 (-3) points-	Note home / loss of recess
Negative 4 (-4) points-	Principal Conference

**At Augusta Elementary, we accept only the best in behavior and academic performance!**

**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or

therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Child Find for Children with Disabilities in Need of Special Education or 504 Services**

4/12/2012

#### **Child Find**

The Augusta Independent School District keeps educational records in a secure location in each school and Board office.

The Augusta Independent School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Augusta Independent School District may destroy the educational records of a child without parent request seven years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Augusta Independent School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain

injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Augusta Independent School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "Child Find" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Augusta Independent School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Augusta Independent School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Augusta Independent School District collects the information needed. The information the school district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Augusta Independent School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 606-756-2105 or send the information to:

**Director of Special Education**



**Section 504 Coordinator  
Augusta Independent Schools  
207 Bracken Street  
Augusta, KY 41002  
Ph. 606-756-2105**

If you know of a child who attends a private or home school within the boundaries of the Augusta Independent School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-756-2105 or send the information to:

**Director of Special Education  
Augusta Independent Schools  
207 Bracken Street  
Augusta, KY 41002  
Ph. 606-756-2105**

"*Child Find*" activities will continue throughout the school year. As part of these efforts the Augusta Independent School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through "*Child Find*" is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "*Child Find*" activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting:

**Director of Special Education  
Augusta Independent Schools  
207 Bracken Street  
Augusta, KY 41002  
Ph. 606-756-2105**

The District office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m.

The Augusta Independent School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Augusta Independent Schools.

Revised March 2015 per KDE