



AUGUSTA SCIENCE ACADEMY

PARENT/STUDENT HANDBOOK

2019-2020

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Vision

Raising the next generation American Muslim leaders through excellent education and outstanding character building to better serve our beloved country and humanity.

Mission

- To provide an excellent academic and Islamic education within an Islamic environment.
- To raise children of good character to contribute to building a successful community and who have a commitment to individual excellence, family, community, and humanity.
- To help our students develop strong Islamic values, self-confidence, a positive attitude, and respect for self and others.
- Provide a college preparatory school that strives to give next Muslim generation the knowledge, and skills and establishes Islamic values they will need to succeed in college and move on to the careers of their choice.

School History

Augusta Science Academy started in the 2017-2018 school year as Augusta Islamic Academy, following the Georgia Cyber Academy's curriculum. In 2018-2019, the name of the school changed to Augusta Science Academy and an independent curriculum based on State of Georgia Common Core Standards was adopted.

Admission

- Augusta Science Academy does not discriminate on the basis of color, ethnicity, or gender for enrollment.
- The school offers an outstanding opportunity for students who possess the ability and willingness to benefit from an academically intensive school program within an Islamic environment.
- The curriculum and other activities combine the best training in core subject areas with the practice of Islam, so that our students can grow up to be conscientious Muslims.
- The Academy requires all its students to take all core courses including Islamic education, Arabic as a foreign language and Quran.
- The admission committee takes the following factors into consideration when reviewing a student's application for admission: previous grades, character and available space in class.

Admission Requirements

- Augusta Science Academy is not equipped to teach students that might need ESL (English as a Second Language) instruction, special education or might have behavior problems.
- Parents or school personnel refer students in need of special care to the appropriate local public school districts.
- Students seeking admission into Kindergarten must be five years old by September 1st of that academic year.
- Augusta Science Academy (ASA) has facilities for teaching children who do not have any special learning, speech, physical, or behavioral problems.
- All new students are on probation for the first 2-4 weeks. Those showing special learning, speech, behavioral, or study habits problems will not be able to continue at ASA. as we understand that some children need special education for these problems and we do not have teachers who are certified in this area working for ASA.
- New students (grades first and up) entering at the second semester must have been enrolled in another school or homeschool for the first semester at the same grade level.
- No student, first grade and up will be permitted to be enrolled in ASA if he/she does not speak/write English.

Admission Process

- Fill in the required application forms and submit to the school office.
- Schedule an interview with the principal: both parents or caregivers are encouraged to attend the interview as well as the child. This gives us a chance to learn more about candidates and their families, as well as allowing the families to learn more about the Academy.
- Placement Assessments may be required at the time of admission to determine if the school is ready to provide the right academic service to the child. These exams are based on grade level math, reading and language proficiency.
- Proof of completed immunizations and a signed physical examination report by a family physician must be submitted.
- Parents must review and sign the Tuition Contract at the time of admission.

Tuition:

- Tuition at Augusta Science Academy does not reflect the actual cost of educating a student. Student tuition generally covers less than 25% of the total cost of running the Academy.
- Upon acceptance a tuition contract must be agreed upon and signed by parents.
- Augusta Science Academy reserves the right to adjust the tuition and fees for books and activities at the beginning of each academic year.

Financial Assistance

- Limited financial assistance may be offered each year, depending on availability.
- In order to be eligible, parents must complete and submit a financial assistance application by the appointed deadline.
- Parents may be interviewed by the financial aid committee.

Payment

- Payments must be made by check made out to 'Augusta Science Academy'.
- Cash will not be accepted.
- If we receive a check that has been returned by the bank for any reason, the parent will be charged a penalty fee. After two (2) returned checks, only money orders will be accepted.
- Tuition payments are due no later than the tenth (10th) of each month. A late fee will be assessed for late payments. (Fee to be determined and communicated to parents in writing).
- If tuition is not paid, then your child(ren) will not be allowed to attend classes after the fifteenth (15th) day of each month, until tuition is paid.

Student Withdrawal Policy

- If student(s) withdraw during September of the academic year, parents will be liable for 25% of the annual tuition.
- If student(s) withdraw during October-December of the academic year, parents will be liable for 50% of the annual tuition.
- If student(s) withdraw after December 31 of the academic year, parents will be liable for 100% of the annual tuition.

Additional Charges

Parents are advised to anticipate additional charges throughout the year. School supplies, uniforms and field trips are examples of such expenses.

Absence Policy

- Parents are responsible for notifying the school office between 8:00-8:30 a.m. if their child will be absent.
- Excused absences are when a student is unable to attend class due to illness, death in the immediate family, or other unavoidable situations.
- All students entering classes, other than the appointed time, must report to the office to obtain an "Admit to Class Slip".

- Parents must accompany the child to the office, a written note from the Doctor's Office or the Hospital must be sent with child the following day or brought to the office by parents.
- A letter from parents or guardian explaining the reason for absence must be sent to the office, in case there is no doctor or hospital note. School principal will decide whether or not the absence can be excused or unexcused in this case.
- A written note from the parents should be sent two weeks in advance if a family trip is anticipated.
- The homework packet should be completed upon return.
- After a student has missed five days in one semester, the Principal shall notify the parents in writing, indicating excessive absences.
- After a student has missed 10 days in one semester, parents will be notified with a letter, indicating excessive absences and a conference with the principal will be arranged.

Truancy (Unexcused Absence)

In accordance with state of Georgia law, a student is considered truant upon the accumulation of 10 or more unexcused absences during the school year. If truancy occurs, referrals to the appropriate legal authority may be made by school personnel at any time.

Make-Up Work

- Students who have been absent for any reason are required to make up the work missed in regular instruction.
- Students are responsible to obtain the work, complete it, and return it promptly. One day for each day absent is allowed for the completion and return of makeup work, unless other arrangements have been made with the teacher.
- If a student is present when an assignment is given but is sick the next day, the assignment is due the day the child returns.
- Make-up work cannot completely satisfy a day missed. The oral work and the board work are not recoverable. With absences, a drop in grades may occur. Students are expected to keep up with all assigned work and should be prepared for all scheduled exams. When a student is absent, it becomes necessary for the student, teacher, and parent to work together to make sure that the child is brought up to date on assignments as soon as possible.

Promotion to Next Grade

Promotion to the next grade is based on satisfactory achievement and attendance. Below are the promotion requirements:

- Attendance at school at least 80% of the time they have been enrolled for that school year. Students missing 20 days or more per semester must have a meeting with the Principal, parents, and the teacher to discuss academic progress.

- Minimum final grades are S or D.
- Preschool & kindergarten students must be socially, developmentally, and emotionally ready in order to be promoted. The final decision shall be based on the teacher's assessment in consultation with the Principal.
- Students receiving an F or N in more than two core subjects in the final grades MUST study and successfully pass a second test given by ASA before the opening of the school if they wish to be promoted to the next level.

Grading Scale

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

Progress report & Report Cards:

- Progress Reports are sent home approximately every 5-6 weeks.
- Report cards are normally sent home five to ten days after the end of each quarter.
- Parent teacher conferences are held for grades K-6 at the end of the first and third quarter.

Student Dress Code:

All students are required to wear clean/ironed school uniforms. Teachers shall ensure that the following dress code is enforced:

- Students shall wear school uniform during the school day and at other designated school sponsored activities, unless authorized by the Principal.
- Students coming to school without their uniform should be sent to the office. The students and their parents will be advised regarding the uniform policy of the school.
- The student must be in proper school uniform before being allowed to return to class.
- All students must tuck in their shirts at all times.
- Absences resulting from uniform problems shall be considered unexcused.
- Uniform Details:
 - Khaki Pants (Boys)
 - Khaki skirt/jumpers (Girls)
 - Light blue T-Shirts/shirts

- Navy blue Sweater/Jacket
- Scarf (Girls only).
- It is required for girls 5th grade and up to cover their hair completely with a white scarf. The scarf must be pinned with a pin in the front under the chin. The head, hair, neck, and the chest must be properly covered.

Uniform Restrictions

- No jeans or Pajamas (boys & girls)
- No jewelry(girls)
- No sandals, open-toe shoes, mules, high-heeled shoes, open shoes, or high-heel shoes (boys & girls)
- No trendy hairstyles (i.e. spikes, hair dyes, etc.) (boys)
- No makeup
- No nail polish (clear or otherwise) (girls)
- No shoes with black soles; unless they are non-marking (boys & girls)
- Check with PE teacher about dress restriction during PE time.

NOTE: Failure to wear school uniform may result in dismissal for any given day a student fails to comply with the school’s uniform policy.

Discipline Policy

- School and classroom rules shall be taught on the first day of school.
- These rules are intended to promote Islamic principles of conduct, good study habits, and safety.
- Parents and students shall be given a copy of Student/Parent Handbook detailing school and classroom rules and expectations at the beginning of the school year.
- At Augusta Science Academy (ASA), we promote high standards of appropriate Islamic behavior. Students should be encouraged to learn acceptable Islamic behavior through the gentle guidance of their classroom teachers.
- Our goal is for each child to learn appropriate ways to deal with their behavior and be accountable for their own actions.
- When a student behaves contrary to the classroom rules, he or she should be given a chance to change such behavior. If the behavior continues, the classroom teacher may decide that further action is necessary. The teacher shall follow the discipline approach

School Wide Discipline Approach

The following school-wide discipline approach shall be followed in addressing student’s violation of classroom rules:

- Step 1: Verbal warning and removal from the group within the classroom. Parents shall be notified.

- Step 2: Students receive lunch and /or PE detention. Parents shall be asked to conference with the teacher and Principal to discuss an action plan to help their child behave properly in class.
- Step 3: Student shall be subjected to in-school or out of school suspension, depending on the behavioral issue. During detention time, the student shall be given work to do to complement what he has missed in the classroom. It is expected to be turned in by the end of the detention.
- Step 4: Expulsion (this option is limited to misconducts that are severe in nature and are causing a great safety hazard or impeding the process of education.

In some cases and as deemed necessary by the school principal and the nature of the misconduct, the steps outlined above will not necessarily be followed in chronological order. Example: if a student brought a weapon to school and threatened or injured another student or staff member, step 4 (Expulsion) can be applied without having to go through steps 1-3.

Student Misconduct

The following are specific examples of behaviors that can cause a student to be assigned during and/or after school detention/suspension from school, and/or an administrative expulsion. This information shall serve as a guide to understanding the disciplinary policies of Augusta Science Academy. Disciplinary penalties are determined after consideration of a student's overall disciplinary record and the severity of the infraction. This list is intended to encourage all students to behave in such a manner that their behavior will be pleasing Allah (SWT), and an example of proper Islamic conduct.

- Disruptive, uncooperative, or disrespectful behavior anywhere in the school campus.
- Assault on fellow student, staff member, or a volunteer.
- Violation of established school rules.
- Chewing gum any time during school hours.
- Cruel teasing and bullying.
- Causing disruption in class.
- Creating a safety hazard.
- Eating in an unauthorized area.
- Failure to attend assigned detention.
- Fighting, shoving, pushing, kicking.
- Running in hallways, gym, inside the Mosque, or any other inappropriate area.
- Cheating on tests.
- Horseplay, play-fighting or wrestling on school grounds.
- Being tardy to school or to any class.
- Leaving the school building without permission.
- Leaving class without a Permission Pass.
- Making an obscene gesture, inappropriate signal, comment, or remark about a teacher or a fellow student.
- Misconduct during school activities, or during morning assembly.

- Possession of unauthorized electronic equipment like beepers, video games, game boys, phones, cell phones, any other electronic devices).
- Possession of any harmful or illegal object.
- Stealing or possession of stolen property belonging to staff, or students.
- Threatening a student, staff member, teacher, or administrator.
- Throwing any object at staff, other students, or a volunteer.
- Vandalism in any form or type.

In School suspension (ISS)

- While we strive to keep our students in the classroom to enhance their learning, there are times that this is not possible.
- Suspension results from behavior such as extremely disruptive classroom behavior, fighting, or damaging school property.
- Parents are informed of a suspension by a notice from the principal that is sent via email or phone call. It indicates the duration of suspension to be applied. The notice is to be signed and returned the next school day following the suspension.

Out of School Suspension (OSS)

- If a student behaves in a manner that is extremely defiant or incorrigible, the student may be suspended for up to five days.
- The Principal will notify the parents if the decision is made to give an out-of school suspension and request a meeting with the parents before the child returns to the class.

Expulsion

- A student may be expelled from school if all other means of discipline have failed; involvement in a single act that presents a serious threat to the school, or community; or extremely cruel or inappropriate behaviors.
- A student may be suspended from school while information is being gathered, if it is deemed necessary for the safety of other students.
- During this time, a meeting is held with the Principal, teacher, and parents.
- Within 48 hours of this meeting, the Principal will notify the parents in writing regarding the decision.

Conduct and Expectations During Lunch

For most grades, lunch and recess are combined: students will have 20 minutes for lunch and 20 minutes for recess. All students will eat lunch in the lunch room or outside when weather permits. The following are the expectations that must be observed at all times:

- Candy, gum and soda are not allowed.

- No food sharing. This is due to students that have food allergies and to be respectful to families that eat zabiha only meat.
- Refrain from certain foods if requested to do so by Augusta Science Academy School Administration or the teacher.
- Recite dua'a before eating and drinking.
- Sit while eating and drinking
- Chew and swallow before speaking
- Recite dua'a when you are finished eating
- After eating, clean up your area and make sure there is no garbage on the floor or table near or around you
- Push in your chair
- Keep lunch boxes in the proper area of the classroom
- Students must finish eating their lunch completely before being dismissed for recess or to class.
- Absolutely NO eating or drinking during recess or in the hallways
- Students who chronically forget their lunch or parents who consistently do not send lunch with their children will be called by the School Administration and will be required to bring the student's lunch to school.

Health & Safety

It is our first priority at Augusta Science Academy to ensure that every child and staff member is secure and safe while at school. We believe that learning and teaching can not effectively take place if the school environment is not safe and secure and all members of the school community feel so. We do take all issues and concerns seriously, especially when it comes to the safety and security of our children. The principal is authorized to call off the school in case of emergency.

Safety of Children Riding a Staff/Volunteer Vehicle

The safety of students riding a vehicle shall be protected as follows:

- Restraints: Car seats and car seat belts must be used while transferring students. There must be a properly functioning seat belt for each passenger in the car. Shoulder straps shall be used if they do not cross the child's neck or face.
- All doors except the front door on the driver's side shall be locked while the vehicle is in motion.
- Proper discipline and order shall be maintained at all times. The children will remain under supervision of the accompanying staff/officials of ASA.
- All parts of the child's body shall remain inside the vehicle at all times.
- Children shall neither enter nor exit the vehicle into a lane of traffic.
- Children shall not be left in a vehicle unattended by an adult.
- When the vehicle is vacated, the driver shall make sure no child is left in the vehicle.

- Smoking in the vehicle shall be prohibited while children are being transported. The volunteer driver shall transport the child to the intended location, person, agency, or institution as designated by the child's parent or legal guardian.
- When a vehicle used for transportation of children is owned by staff or volunteers, the vehicle shall be covered by accident and liability insurance.
- The driver has to make sure he/she has proper valid car registration, insurance documents, and valid State of Georgia driving license with him/her in the car.

Visitors:

- All visitors must report to the front desk.
- All visitors must explain the reason for their visit and sign in and out.
- Parents wishing to observe the classroom during school hours must arrange a day and time in advance with both the Principal and teachers.
- The school principal and the board of directors reserve the right to ask any volunteer to leave the school premises if deemed necessary and appropriate for students' and faculty safety.
- All school doors will remain locked throughout the school day. Any visitor will have to come in through the front door which is equipped with security cameras for the identification of the visitors.
- During the hours of 8:30 am – 3:45 pm all visitors who are not active faculty and staff members must enter through the main school entrance. They must proceed to the front desk and log in to acquire a visitor badge. Visitors must state their name, date/time, purpose of visit and may be asked to show their ID.
- If a parent wishes to meet with a faculty member they must have made a prior appointment. If a parent has not made an appointment, but would like to inquire about the availability of a faculty member they are to remain in the waiting area until the teacher is contacted regarding availability.
- Before departure, all visitors must record their departure time in the log book and return their badge.

Drop Off/Pick Up:

- At no time should students be left unattended. The school will not take responsibility for students arriving before 8:00 am. Similarly, it is the parents' responsibility to pick up their children promptly at the end of the school day at 3:45pm.
- If a child is to be picked up by someone other than the parents the school must be informed prior to the pick up.
- If families are car-pooling the school should be notified.
- Any child remaining past 4:00pm, will be sent to the afterschool program and the parents will be billed accordingly.
- Please approach the parking lot with extra caution and reduced speed as children may be present.

Emergency Contact Numbers:

All parents are required to complete Emergency Contact Forms. This is an important document and it is the responsibility of the parents to ensure that the office is informed immediately of any change of address or phone numbers.

Playground/Outside Lunch Rules and Procedures:

In order to ensure the safety of all our children, all students must abide by the following rules and procedures while going outside to play or eat:

- Must remain with your teacher during all time.
- No running. NO EXCEPTIONS.
- All students going to the playground will be escorted by their teachers. Students must remain in the fenced area of the playground.
- When allowed by the teacher for students to play sports in the school field, students must remain in the grass area of the field at all times and not stand, run, or walk across or to any paved driveways.
- If a student wishes not to go outside for any medical or other reasons please inform your child teacher.

In case of Sickness:

- Students shall be sent to the office if they are vomiting, or have a fever, or an injury.
- Parents are immediately contacted to pick up the sick or injured student.
- A child who has any of the following diseases shall be excluded from the school until a written release is obtained from a private physician: 1. Whooping Cough 2. Meningitis 3. Diphtheria 4. Tuberculosis 5. Typhoid 6. Ringworm of the skin and scalp 7. Streptococcal disease 8. Measles 9. Chickenpox 10. Mumps 11. Rubella (German measles) 12. Pinkeye 13. Scabies 14. Pediculosis 15. Impetigo

What ASA Expect from Parents

The following are expectations Agusta Science Academy has from all our parents in order to ensure that the collaboration between home and school is existent:

- Parents are expected to check in with their child(ren) daily on their progress at school and on homework for the day.
- Parents are asked to limit the number of minutes that their children spend during school days watching TV and or playing video games. Instead we encourage parents to encourage their children to read books, and review materials that were studied at school.

- Parents are expected to provide a comfortable noise-free environment for their children to do their homework on a daily basis.
- Parents are expected to keep an open communication channel with the teachers.
- Parents are expected to attend and participate in different school events to support their children and the school.
- Parents are our liaison between the school and the community; we expect that all our parents market our school in a positive light, we will do our best as school to earn your trust.
- Parents are expected to share their suggestions, concerns, and feedback with the principal.
- Parents are expected to adhere to the policies found in this handbook.
- Parents are expected the grievances and conflict resolution procedures as outlined in this handbook.

Grievance and Conflict Resolution Procedure

Throughout the school year, problems and misunderstandings may occur between students, parents, teachers and administration. It is vital to maintain good communication between all four parties. The following procedure should be followed in order for all parties involved to feel respected and heard, and for the conflict to be resolved in a quick and precise manner.

Step 1: Parent calls to schedule a conference with the teacher. (Teachers cannot hold conferences with you in the classrooms when students are present, in the hallway or at functions outside of school.) If you are not satisfied with the results of this meeting, proceed to step 2.

Step 2: Contact the principal's office and schedule a conference between yourself, the teacher, and the principal. The principal will schedule the time and date of the conference. Please allow 3-5 days for the conference unless it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of the meeting, go to step 3.

Step 3: You may not take this step unless you met with the principal and discussed the issue with him/her. If not satisfied you can send a letter or an email to the school board. Please include your concerns and results from the previous meetings. A school board member will respond by email or phone in 7-10 days or sooner if it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of this correspondence, proceed to step 4.

Step 4: Request a face-to-face meeting with the school board. You may do this by sending an email to the Chair of the Board of Education.

Electronic Devices and Toys

- Students are not allowed to bring in any electronic devices to school. Electronic devices are anything that has an on and off switch ex: cellphones, ipod, ipad, tablets, laptops, video games, ..etc.
- Students are also not allowed to bring any toys from home. If a special item was requested to be brought from home by the teacher these items should go immediately to the teacher and not kept with the students all day.
- The school will not be responsible for toys, games, or any other electronic equipment.
- In case students bring any of these items to school, all teachers, and administrators have the right to confiscate those items and a parent must retrieve them.
- The school is not responsible for any item that was confiscated and lost.

Students Pictures

Throughout the school year, teachers and administrators will be taking pictures of students working and doing different activities. All pictures taken will only be used by Augusta Scienced Academy for school purposes. Pictures will be placed on the school monthly newsletter, inside classrooms, or in hallways to encourage students' engagement and participation.

Cheating and Plagiarism

Cheating and plagiarism is taking someone else's work and claiming it as your own. Cheating and plagiarism is haram and will not be tolerated at Augusta Science Academy. If you students are found guilty of cheating and or plagiarizing the student will receive a grade of 0 for the assignment and more disciplinary action will be taken depending on the number of incident.

Respect for Equipment and Property

Augusta Science Academy prohibits any action that represents vandalism, tampering, disruption or unauthorized modification of hardware, software, files or network. Tampering with and vandalism school property including bathrooms, classroom furniture, computer lab equipment, ..etc is considered a crime. Students found vandalizing school property will be disciplined according to the infraction. Serious offenses will lead to suspension and expulsion.

Internet and Computer Use Policy

Students are not allowed to use the school internet network for personal use. Students are only allowed to use the internet if allowed by the teacher and only to complete school assignments under the teacher supervision. Students are strictly prohibited to log on to any social media websites such as Facebook and instagram at school. The school reserves the right to take disciplinary actions towards students who are found guilty of cyber bullying towards another student who attends school even if the cyber bullying took place outside of school. If it affects students at school we reserve the right to discipline our students according to the offense.

Birthday Policy

We do not celebrate birthdays at Augusta Science Academy. Students may not bring birthday cakes, cupcakes, etc for snack or lunch. Students are not allowed to hand out birthday party invitations to students at school.

Movie/Song & Music Policy

Occasionally, Islamically appropriate and age appropriate movies may be used for teaching purposes or for celebrations/free time. Educational movies may be used across all the curriculum subjects. It is required that all students watch educational movies that are being used to supplement the curriculum.

At Augusta Science Academy, we use songs to teach, in the remembrance of Allah and for Eid celebrations. We especially use music to reinforce academic concepts. It is required in the lower elementary grades, KG through 3rd. Students benefit spiritually, emotionally, mentally and physically from participating in these songs in class. Rarely, instruments are used. On occasion, some of our students participate in vocal concerts and concerts using instruments. Our students also sing nasheeds at our End of the Year Ceremony and Graduation. If you do not want your child participating in concerts, please send a formal letter to the teacher requesting this.

Accident/Injury at School

The school is not equipped to handle serious medical problems. When a student is injured, the school shall notify the parents or other persons listed on the emergency form on file with the school. The staff member under whose supervision the accident occurred shall record the essential information on the student accident/injury referral form and submit it to the school Principal. All accidents, however slight, which occur to students at ASA or on the way to or from the school, shall be reported on the student accident/injury referral form

Administering Medication:

- ASA follows the guidelines for Medication Administration in Georgia Schools. The school policy prohibits school staff from administering any medication, even aspirin and cough drops, to students without the written permission from the parents and written directions from the physician.
- Before any medication is administered to the child the school office shall check to make sure the parent has filed a "Request to Administer Medication." Medication shall be administered precisely as described on that form by the physician.
- Written request of the physician is required for: Sitting out of recess or PE.
- Cough drops and other medicated candy type medication. All medication to be administered, including "over the counter drugs" such as Tylenol and cough medicine, must have proper student information on label.

ACKNOWLEDGEMENT STATEMENT

I have received a copy of the 2019-2020 Parent/Student Handbook. I have read and understand the parental commitments stated in the Handbook and I agree to comply with them.

Parent Name (please print) _____

Signature _____

This agreement is entered into on date of _____, 2019 by and between Augusta Science Academy and the above named parent. By signing the Parent/Student Handbook the following student(s) will be expected to abide and follow all rules procedures and expectations outlined in this handbook.

Student Name _____

Student Name _____

Student Name _____

Student Name _____