

**2020-2021**  
**Westside Consolidated**  
**School District**



**Student Handbook**  
**K-12**

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**WESTSIDE CONSOLIDATED SCHOOL DISTRICT NO. 5**  
**1630 Highway 91 West**  
**Jonesboro, AR 72404**

**Preface**

This handbook has been prepared to help students of Westside Consolidated School District and their parents become more familiar with the school, its organization, courses offered, and activities. This handbook, if properly used, can help you to be more informed about the school and the opportunities it affords.

It shall be the policy of Westside School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter provided the parent(s) of the student, or the student is 18 years of age or older, have knowledge receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current [ADESE](#) Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Any deviations from the policies and regulations as stated in this handbook will have to be placed before the school board in a regularly held meeting.

# BOARD OF DIRECTORS

President .....Shannon Davis  
Vice-President .....Darren Harpole  
Secretary .....Josh Cureton  
Member .....Myca Ferguson  
Member .....Jeffrey Tubbs

# ADMINISTRATION

Superintendent.....Scott Gauntt  
High School Principal (grades 8-12)..... Michael J. Graham  
High School Assistant Principal and Instructional Facilitator (grades 8-12)...Chris George  
Middle School Principal (grades 5-7).....Michael Allen  
Elementary Principal (grades K-4).....Kelli Murray  
Elementary Assistant Principal (grades K-4) and Pre-K.....Vicki Russell  
Administrator of District Operations.....Freddy Bowen  
Director of Curriculum and Federal Programs .....Pam Dooley

## **Westside Schools: Committed to Learn ... Committed to Lead**

### **MISSION:**

The Westside Consolidated School District will strive for excellence by engaging learners, empowering minds, and educating all.

### **WE BELIEVE:**

- Everything we do must be student-centered.
- The teacher is the single-most influential factor on student learning and achievement.
- All learners' needs are met through caring teachers and quality instruction.
- All learners achieve their fullest potential by being held to high expectations.
- The learning environment must provide everyone security, care, dignity, and respect.
- Innovative leadership will provide opportunities for our staff, students, parents, and communities to achieve excellence.

## **School Colors**

Scarlet and White

## **Alma Mater**

Hail to thee our Alma Mater;  
To our school we're true.  
Forward is our conquering watchword.  
We'll remember you.

Yes, I'm proud to be a Warrior.  
Scarlet, white wave high.  
Ever guard thy glory and honor.  
Hail to Westside High.

### **Good Communication**

A good communication link between the school and the home is necessary if students are to receive the maximum benefit from the educational opportunities available to them at Westside Schools. Good communication results from open, frequent, and objective dialogue among students, teachers, parents, and school administrators.

Most school problems are the result of poor communication among the parties involved. Proper communication, therefore, usually solves most, if not all, problems that are related to the school. In order to ensure problems are discussed and solved as quickly and fairly as possible, the following procedure is to be employed at Westside Schools.

If a parent becomes concerned about a problem at the classroom level, the parent should make an appointment with the teacher and thoroughly discuss the matter. Appointments may be made by calling the school office at 935-7501 or by e-mail at [www.westsideschools.org](http://www.westsideschools.org). Most problems are solved at this level. Should the problem not be solved through discussions between the teacher and parent, or if the problem is not related to classroom activities, the parent should contact the principal for further attempts to find a workable solution.

If a parent is not satisfied with solutions offered at the building level, the matter may be appealed to the Superintendent of Schools. The Westside School District office phone number is 935-7503. The Superintendent may uphold, overturn, or modify decisions made by other Westside School District administrators.

### **Inclement Weather**

In case of bad weather, students and parents should access local radio, television and other media outlets such as the official district social media pages linked at [westsideschools.org](http://westsideschools.org).

### **Library Hours**

Elementary	7:45 a.m. to 3:15 p.m.
Middle School	7:45 a.m to 3:05 p.m.
High School	7:50 a.m. to 3:30 p.m.

### **Official School Colors Policy for Athletic, Band, and Other Group Uniforms (7-12)**

School colors are scarlet and white. Official uniforms and any other uniforms used for competitive events must be scarlet (red) and white with optional black trim regardless of the funding source used to purchase the uniforms. All uniforms must be approved by the athletic director in consultation with the principal. Cheerleading camp clothes, gray baseball/softball uniforms, dance performing uniforms, and black volleyball spandex shorts are excluded from this requirement.



### **Title IX Regulations 34 C.F.R., 106.8**

The Westside School District will coordinate its efforts to comply and carry out the responsibilities regarding Title IX, which deals with equality between male and female athletes. Any complaints and/or conduct investigations of a complaint will be communicated in writing to the Westside Athletic Director, Highway 91 West, Jonesboro, Arkansas, 72404. The phone number is 870-935-7501.

### **Fundraising**

Individual students will not be allowed to sell items or collect pledges or donations not affiliated with the Westside School District as fundraising activities without first obtaining the permission of the Principal. School-sponsored fundraising events, such as chili suppers, car washes, T-shirt sales at ballgames, etc., will be allowed upon approval by the Principal. Westside students are not allowed to do door-to-door selling or soliciting. Students cannot be involved in any game of chance regardless of how the activity is worded. Schools cannot sponsor raffles (this violates state law). Any activity where tickets, etc. are purchased for the chance of winning a prize is considered a "game of chance." However, parent groups can sponsor such activities, but students cannot be involved in organizing the event, selling tickets, etc. Staff members are prohibited from involvement as well. Parent groups can set up tables at school events as long as the parents are the only ones working the activity and with the Administration's permission in advance. Any fundraisers involving firearms as "prizes" cannot be held on school campus. This policy is based on State Laws.

### **Policy Concerning Photo/Video of Students**

A student's likeness in the form of a photo or video may be displayed on official school media. Including but not limited to social media, newspaper, the school yearbook and television. If a parent or guardian would like to opt out of this policy please request the appropriate form from the child's school office and return it signed.

### **Deliveries to the School**

Deliveries to students at all campuses within the district are forbidden and will not be accepted. This includes flowers, gifts, balloons, food, etc.

### **Family Engagement Plan Summary**

Westside Consolidated School District, Westside Elementary, Westside Middle School and Westside High School, in collaboration with parents/family members/guardians, shall establish a family engagement plan that reflects the specific academic improvement needs of the school, and that includes programs and practices that enhance family involvement and address the specific involvement needs of students and their families. The family engagement plan can be found on the school website at [www.westsideschools.org](http://www.westsideschools.org) under the state required information tab, or a paper copy can be requested through the school offices and the District Parent Center.

## **ASBA Policies**

### **4.1 Residence Requirements**

Definitions:

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District,

may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

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

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

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

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

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

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

attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. 6-18-203, a student or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her student or ward reside outside the district

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Legal Reference:

A.C.A. § 6-4-302

A.C.A. § 6-18-107

A.C.A. § 6-18-202

A.C.A. § 6-18-203

A.C.A. § 9-28-113

#### **4.2 Entrance Requirements**

To enroll in a school in the District, the student must be a resident of the District as defined in District policy (Residence Requirements), meet the criteria outlined in policy (Homeless Students or in policy 4.52 – students who are foster children), be accepted as a transfer student under the provisions of policy 4.4 or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

Students may enter Pre-K at 4 yrs. of age and kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic

residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6—HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate,
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth,
  - c. An attested baptismal certificate,
  - d. A passport,
  - e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis,

- f. United States military identification, or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
  4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Cross References: 4.1—Residence Requirements  
 4.4—Student Transfers  
 4.6—Homeschooling  
 4.5—School Choice  
 4.40—Homeless Students  
 4.52—Students who are foster children  
 4.57—Immunizations

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-4-309, A.C.A. § 6-15-504, A.C.A. § 6-18-107, A.C.A. § 6-18-201 (c), A.C.A. § 6-18-207, A.C.A. § 6-18-208, A.C.A. § 6-18-510, A.C.A. § 6-18-702, A.C.A. § 9-28-113  
 DESE Rules Governing Student Discipline and School Safety  
 Plyler v Doe 457 US 202,221 (1982)

### **4.3 Compulsory Attendance Requirements**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

1. The student is enrolled in private or parochial school.
2. The student is being homeschooled and the conditions of policy (Homeschooling) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The student has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The student is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The student is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).

Legal References: A.C.A. 6-18-201, A.C.A. § 6-18-207

#### **4.4 Student Transfers**

The Westside Consolidated School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

The District may reject a non resident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from homeschool will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

The District may reject a non resident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Cross Reference: 4.6—HOMESCHOOLING

Legal Reference: A.C.A. § 6-15-504, A.C.A 6-18-316, A.C.A 6-18-317, A.C.A. 6-18-510, A.C.A., A.C.A. 9-28-113 (b)(4), A.C.A. 9-28-205, State Board of Education Standards for Accreditation 12.05

It is the responsibility of parents to provide the school with any current legal documents including court orders concerning custody or guardianship of a child. State law allows divorced parents access to their child's records unless a court order has been issued prohibiting access. Moreover, stepparents have no legal standing to receive student records unless a court order has been issued to the contrary. The legal guardian of a child can authorize other persons to pick up the child from school.

Any student transferring into Westside High School from a school accredited by the State Department of Education shall be classified as follows:

10<sup>th</sup> grade: Must have completed a minimum of 6 credits

11<sup>th</sup> grade: Must have completed a minimum of 12 credits

12<sup>th</sup> grade: Must have completed a minimum of 18 credits

Westside High School does not change classification during the middle of a school year, with the exception of a student who may be able to graduate. That student may be moved to Senior standing at the beginning of the second semester of the school year.

#### **4.5 School Choice**

##### **Standard School Choice**

The Superintendent will consider all applications for School Choice postmarked or hand delivered not later than the May 1 preceding the fall semester the applicant would begin school in the District. The Superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application. The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

When considering applications, priority will be given to applications from siblings or step siblings residing in the same residence or household of students already attending the District through school choice. The District may reject a non resident's application for admission if its



acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school. Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

### **Opportunity School Choice**

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District or from the student's resident district into the District if:

- Either:
  - The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
  - The student's assigned school has a rating of "F"; and
  - By May 1 of the year before the student intends to transfer, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer to the:
    - DESE;
    - Sending school district; and
    - Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- Includes the parent's or guardian's military transfer orders; and
- Includes the parent's or guardian's proof of residency on the military base.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the Rules for the Standards of Accreditation, or other applicable rules.

There is a lack of capacity if, as of the date of the application for opportunity school choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

A student’s transfer under Opportunity School choice is effective at the beginning of the next school year and the student’s enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. The District may provide transportation to and from the transferring district.

If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

**Legal References:**

A.C.A. § 6-1-106, A.C.A. § 6-13-113, A.C.A. § 6-15-2915, A.C.A. § 6-18-227, A.C.A. § 6-18-233, A.C.A. § 6-18-320, A.C.A. § 6-18-510, A.C.A. § 6-18-1901 et seq., A.C.A. § 6-21-812

**DESE Rules Governing Public School Choice**

Date Adopted: July 1, 2006

Last Revised: July 1, 2007, 07/18/2011, 06/18/2012

**4.6 Homeschooling**

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

1. At the beginning of each school year, but no later than August 15 and by December 15 for parents who decide to start homeschooling at the beginning of the spring semester, or
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to homeschool shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by:
  - Use of the Division of Elementary and Secondary Education's (DESE) online system;
  - Email; or
  - Facsimile;
- By mail; or
- In person.

The notice shall include:

The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;

- The mailing address and telephone number of the home school;
- The name of the parent or legal guardian providing the home school;
- Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool; and
- A signature of the parent or legal guardian.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians homeschooling their children shall provide information that might indicate the need for special education services.

#### **Enrollment or Re-Enrollment in Public School**

- A homeschooled student who wishes to enroll or re-enroll in a District school shall submit:
  - A transcript listing all courses taken and semester grades from the home school;
  - Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
  - A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
    - Curricula used in the home school;
    - Tests taken and lessons completed by the home-schooled student; and
    - Other indicators of the home-schooled student's academic progress.

If a homeschooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced

assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A homeschooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

- As indicated by the documentation submitted by the home-schooled student;
- By mutual agreement between the public school and the homeschooled student's parent or legal guardian; or
- If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the homeschooled student's grade placement and course credits. The District will determine the homeschooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a homeschooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a homeschool:

- Award of course credits earned in the home school;
- Placement in the proper grade level and promotion to the next grade level;
- Participation in any academic or extracurricular activity;
- Membership in school-sponsored clubs, associations, or organizations;
- A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- Scholarships.

Legal References:

A.C.A. § 6-15-503

A.C.A. § 6-15-504

A.C.A. § 6-41-103

DESE Rules Governing Home Schools

### **Homeschooled Students (Arkansas Code § 6-15-504)**

Each student enrolled in a home-school program who is considered to be at a grade level, or not more than two (2) years beyond the normal age for the appropriate grade, for which the state mandates norm-referenced tests for public school students shall be tested using a nationally recognized norm-referenced achievement test selected by the State Board of Education. The administration of the tests shall be by the directors of the education service cooperatives or as otherwise designated by the Department of Education. The directors of the education service cooperatives shall establish a common set of procedures, approved by the

Director of the Department of Education, for the proper administration of the tests. The administration shall include purchasing the test materials, giving the tests, scoring and interpreting the tests, and reporting test results. The cost of testing shall be the responsibility of the department when the tests are administered by the directors of the education service cooperatives or other department designees.

Alternate testing procedures may be approved by the director of an education service cooperative after consultation with the parents of a homeschool student; however, any costs associated with an alternate testing procedure shall be the responsibility of the parents.

Any student who refuses to participate in the testing program or the alternate testing program has not met the statutory prerequisites for home schooling and shall be subject to the applicable Arkansas laws regarding truancy as any other student. After a student corrects any refusal to participate in the testing program or the alternate testing program, the student shall be restored to his or her home-school status after his or her parent or guardian has complied with all requirements of § 6-15-503. This subsection shall not be applicable to any parent who can present written acknowledgement that the child has been enrolled in a public, private, or parochial school within thirty (30) days of the administration of the state-mandated achievement test.

Each local school district shall have authority to assess any home-schooled student who enrolls or re-enrolls in the district in order to determine proper educational placement. The local school district shall utilize, among other means of assessment, the norm-referenced test approved by the board to assess the student and shall determine placement in the appropriate grade level as indicated by the test results. Any home-schooled student who enrolls or re-enrolls in a local school district must attend classes for at least nine (9) months immediately prior to graduation before the student can become eligible to receive a high school diploma from the district.

When returning to Westside High School, the student must meet the following Guidelines in order to receive credit:

1. A transcript listing all courses taken and semester grades from the home school; and
2. A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - a. Curricula used in the home school;
  - b. Tests taken and lessons completed by the home-schooled student;
  - c. and Other indicators of the home-schooled student's academic progress.

#### **4.7 Absences/Attendance**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other

students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

In recognition of the need for students to attend school, the District's Policy governing student absences can be found in each campus' specific section.

### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
  - a. All doctor's excuses must be turned in to the office within 2 weeks of the appointment to be accepted by the school as a valid excuse.
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Legal References: A.C.A. 18-209, A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-27-113, A.C.A. § 7-4-116, A.C.A. § 27-16-701

Date Adopted:

Last Revised:

#### **4.8 Make-Up Work**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make up work without the teacher having to ask for it.
8. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. Parents may request make-up work upon the third (3<sup>rd</sup>) day, if the parents suspect that the student will be out for a lengthy illness.
10. If a student has a pre-planned school trip, then the student is to go by his/her classes to find out what they will miss and get assignments, if available.
11. As required/permitted by the student's Individual Education Program (IEP) or 504 Plan.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

Cross References: 4.7—ABSENCES  
4.30—SUSPENSION FROM SCHOOL  
4.31—EXPULSION  
4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-16-1406, A.C.A. § 6-18-502, DESE Rules Governing Student Discipline and School Safety

### **Homebound Instruction**

Educational services may be made available to students who, according to a physician, are not able to attend school. The physician must provide a written statement on his/her letterhead stating the reason for the need for services, with beginning and ending dates. These services will be provided for a limited time, not to exceed six weeks per school year. The student is responsible for picking up assignments once a week and must return completed work weekly in order to receive additional assignments. The student must take semester tests in order to receive credit for the course. Any and all exceptions to the above policy will require a conference with the physician, teachers, students, parent, and administrator. If a student is able to work at a job, then he/she will be required to return to school.

### **4.9 Tardies**

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Each campus' expectations governing student tardies can be found in each campus' specific section.

### **4.10 Closed Campus**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.



#### **4.11 Equal Education Opportunity**

No student in the Westside School District shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in or denied the benefits of or subjected to discrimination under any educational program or activity sponsored by the District.

Inquiries on non-discrimination may be directed to the district 504 coordinator or Title IX coordinator , who may be reached at:

Westside Consolidated School District  
1630 Hwy 91 West  
Jonesboro, AR 72404  
870-935-7501

You may email the Superintendent's secretary with any concerns you may have and it will be forwarded to the appropriate person. She may be reached at [dpassmore@westsideschools.org](mailto:dpassmore@westsideschools.org).

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1- 800-421-3481.

#### **4.12 Student Organizations Equal Access**

Non-curriculum related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria:

- The meeting is to be voluntary and student initiated.
- There is no sponsorship of the meeting by the school, the government, or its agents or employees.
- The meeting must occur during non-instructional time.
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity.
- The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
- Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternalities, sororities, and secret societies are forbidden in the district's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

#### Legal References:

A.C.A. § 6-5-201 et seq.

A.C.A. § 6-10-132

A.C.A. § 6-18-601 et seq.

A.C.A. § 6-21-201 et seq.

20 U.S.C. 4071 Equal Access Act

Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

#### **4.13 Privacy of Student's Records/Directory Information**

Except when a court order regarding a student has been presented to the district to the contrary, all students' educational records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of personally identifiable information ("PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy 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 contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy 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, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses personally identifiable information PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.<sup>2</sup>

For purposes of this policy, the Westside School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school.

The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys, and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the packet of forms given to the students each year and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at:

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

Legal References: 20 U.S.C. § 1232g  
20 U.S.C. § 7908 (NCLB Section 9528)  
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33,  
99.34, 99.35, 99.36, 99.37, 99.63, 99.64

Cross References: Policy 5.20—District Website  
Policy 5.20.1—Web Site Privacy Policy  
Policy 5.20F1—Permission to Display Photo of Student on Web Site

Date Adopted: 7-17-09

#### **4.14 Student Media and the Distribution of Literature**

##### **Student Media**

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

##### Definitions

“School-sponsored media” means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

“Student journalist” means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

“Student media” means any means of communication that are:

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.
- “Student media” does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

“Student media advisor” means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

While the District recognizes a student’s right of expression under the First Amendment of the Constitution of the United States, school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material which might that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; or conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media include those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law,
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

### **Student Media on School Web Pages**

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also

1. Not contain any non-educational advertisements.
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of eighteen (18).
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### **Student Distribution of Non-school Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non-school-sponsored literature, publications, or materials shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school-sponsored materials shall have school authorities review their non-school-sponsored materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school-sponsored materials, prior to their distribution and will bar from distribution those non-school-sponsored materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school-sponsored materials. The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Legal References:     A.C.A. § 6-18-514  
                           A.C.A. § 6-18-1201 et seq.  
                           Tinker v. Des Moines ISD, 393 U.S. 503 (1969)  
                           Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

#### **4.15 Contact With Students While at School**

##### **Contact by Parents**

Parents wishing to speak to their children during the school day shall register first with the office.

##### **Contact by Non-custodial Parents**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruption to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.<sup>1</sup> Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

##### **Contact by Law Enforcement, Social Services, or by Court Order**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.



If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

#### **Contact by Professional Licensure Standards Board Investigators**

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

#### **4.16 Visitors**

The Board strongly believes that the purpose of school is for learning. Social visitors generally disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom or to the school may be allowed, if necessary, with the permission of the school principal. All visitors must first register (check-in) at the Office only. The visitor(s) will be required to produce a photo ID upon entrance to the building, and may be required to leave a Photo ID with the Office. If visiting a student or teacher, then the student or teacher will be called to the Office first before the visit takes place. A visitor may not leave the office to roam the halls or to go to a particular classroom or other area of the school unsupervised.

#### **4.43 Bullying**

## Definitions

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;
- Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

Cyberbullying;

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or

- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.
- Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment; and

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment

necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 5-71-217, A.C.A. § 6-18-514  
DESE Rules Governing Student Discipline and School Safety

### **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **4.19 Conduct to and from School and Transportation Eligibility**

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus

until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

Legal Reference: A.C.A. § 6-19-119 (b), A.C.A. § 5-60-122  
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0

#### **4.20 Disruption of School**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds.

### **Consequences**

**Minimum consequence will be a verbal warning; maximum consequence will be expulsion with parent contact & contact of legal authorities.**

#### **4.21 Student Assault or Battery**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures; vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- cause a Breach of the peace
- materially and substantially interfere with the operation of the school
- arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation

**Student guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.**

Legal Reference:     *A.C.A. § 6-17-106*

### **Fighting**

Students will not fight while at school, on buses, or at any school sponsored event regardless of where or when that event takes place (AR Stat. 5-71-207). The student who starts the fight by initiating physical contact will be punished. If the administration can determine who is at fault in starting a fight, then that student(s) will receive the maximum consequence for fighting for that offense while the other student(s) may receive a consequence less severe. However, if it cannot be clearly determined by the administration which student(s) is at fault in starting the fight, then both students will receive the same consequence for fighting. All students involved shall be disciplined fairly and equally, as determined by the teachers and/or principal. Student(s) at fault may receive out-of-school suspension. The school is required (by ACT 888) to report all violent acts to the proper authorities. Students are not to show aggressive behavior toward another individual. Aggressive behavior is defined as hostile action, whether physical (pushing, shoving, etc.) or verbal aggression toward another individual.

Legal Reference:     *A.C.A. § 5-71-226*  
                              *A.C.A. § 5-71-207*

### **Direct Verbal Abuse of School Employee**

No person shall abuse or insult a public school teacher or employee while performing normal and regular or assigned school responsibilities. Any person that violates this law shall be guilty of a violation and upon conviction be liable for a fine of not less than \$100.00 nor more than \$1500.00.

Legal Reference:     *A.C.A. § 6-17-106*

### **Threatening, Physical Abuse, or Assault of School Staff**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). The following conduct performed by a student toward another person that threatens that person's well-being is strictly forbidden. This includes but is not limited to:

- vulgar, abusive, or insulting language
- taunting, threatening, or intimidating conduct or remarks
- harassing conduct or remarks
- inappropriate gestures

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to:

- cause a breach of the peace
- materially and substantially interfere with the operation of the school
- arouse the person to whom it is addressed to anger
- to the extent likely to cause imminent retaliation

**Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.**

Legal Reference:     *A.C.A. § 6-17-106 (a)*

#### **4.22 Weapons and Dangerous Instruments**

##### Definitions

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threatens to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or



- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

If weapon is a weapon-like toy, it will be confiscated and the student may receive from 3-days up to 10 days of OSS and/or be recommended for expulsion and/or placed at an alternative school (SUCCESS), and parents and authorities will be contacted. The severity of the consequences will depend on the circumstances involved on a case by case basis.

Cross Reference: Policy 4.31—EXPULSION

Legal References:

A.C.A. § 5-4-201, A.C.A. § 5-4-401, A.C.A. § 5-27-210, A.C.A. § 5-73-119(b)(e)(8)(9)(10), A.C.A. § 5-73-133, A.C.A. § 6-18-502, A.C.A. § 6-18-507 , A.C.A. § 6-21-608, 20 USC § 7961, DESE Rules Governing Student Discipline and School Safety

## **Consequences**

**Minimum consequences will be OSS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **4.23 Tobacco, Electronic Nicotine Delivery Systems, and Products**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, Juuls, or under any other name or descriptor. This includes any product that contains nicotine. This also includes any form of tobacco/vaping paraphernalia such as lighters, pods, or e-cigarette chargers.

### **4.24 Drugs and Alcohol**

#### **Drug Paraphernalia**

A student may not possess drug paraphernalia of any form, at any time upon the campus and/or any school sponsored activities.

Legal Reference: A.C.A. § 5-64-403c

#### **Possession of Alcohol and/or Drugs**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Westside School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is

on school property, is in attendance at school or any school sponsored activity, has left the school campus for any reason and returns to the campus, or is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage or fermented drink, inhalants, or any ingestible matter that alters a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, designer drugs, look-alike drugs, aerosol spray cans, or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

Students who are suspected of behavior of being under the influence of any substance may be subject to a field sobriety test given by the School Resource Officer or given by any law enforcement personnel. If a student fails the field sobriety test he/she will be subject to out of school suspension or sent to SUCCESS, or receive 10 days OSS with recommendation for Expulsion.

Legal Reference:

*A.C.A. § 6-18-502*

DESE Rules Governing Student Discipline and School Safety

### **Alcohol and/or Drug Use and Distribution**

Students selling and / or in the possession of, or under the influence of, or in the act of using alcohol beverages, hallucinogenic drugs, narcotic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance as defined in ACT 590 of 1971 of the State of Arkansas as amended, while at school, on school buses, at any school sponsored event which is on or off school property may be suspended and/or be recommended for expulsion and subject to criminal charges filed.

Legal Reference:

*A.C.A. § 3-3-203*

*A.C.A. § 5-64-401*

*A.C.A. § 5-64-403*

*A.C.A. § 5-71-212*

### **Use of Drug Dog**

The primary purpose of using a drug dog is to serve as a deterrent against drugs being brought on to the school campuses. It is hoped that no student will have to be subjected to suspension, expulsion, or legal action.

The school administrators will be notified prior to the arrival of the drug dog. A school official will accompany the handler during the sniff search of lockers and automobiles. The sniff search will take place while the students are in class so that students will not be exposed to the dog and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified, the affected student will be notified before a search is conducted. Every effort will be made to protect students from embarrassment. The search of a locker or automobile, if possible, will be conducted while other students are not present.

The investigating interview will be conducted in the privacy of the school official's office with the school official present, along with a representative of the sheriff's department and the parent or guardian of the student.

Any illegal substance secured during a search will be used as evidence in applying school district policies for suspension, expulsion, or possible legal action.

#### **4.25 Student Dress and Grooming**

The Westside Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

All students are encouraged to exercise neatness and modesty in appearance and manner of dress. The matter of dress and appearance should be the primary responsibility of the student and parents, with the school serving in a supporting capacity.

The student is expected to present an appearance at school that reflects his or her immediate family's best judgment of values and at the same time exhibit a reasonable degree of modesty and dignity.

In all functions of the school, the appearance of the student's dress and grooming, if it meets the above criteria, will be considered acceptable unless it:

1. Presents a clear and present danger to the student's health and safety
2. Causes interruption of the proper pursuit of learning on the part of the student or others
3. Creates classroom or school disorder

**For specific campus' regulations see dress code in the appropriate section.**

#### **4.26 Gangs and Gang Activity**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.

When there is question as to whether or not actions, possessions, or clothes are gang related, determination will be made by the Westside school administration.

Consequences may result in OSS with recommendation for expulsion and authorities may be contacted. The Westside Administration, depending on the gang related activity, may be allowed to administer more severe consequences.

Legal Reference:     A.C.A. § 6-5-202  
                          A.C.A. § 5-74-201 et seq.

#### **4.27 Student Sexual Harassment**

The Westside Consolidated School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- The nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;<sup>1</sup>
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;

- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.
- 

### **Definitions**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct;<sup>2</sup> or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
2. The conduct is:
  - a. Unwelcome; and
  - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
  - c. Constitutes:
    - d. Sexual assault;
    - e. Dating violence
    - f. Domestic violence; or
    - g. Stalking.

“Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as

appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;

- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - The identities of the parties involved in the incident, if known;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall



simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
  - Whether obtained from a party or other source,;

- The District does not intend to rely upon in reaching a determination regarding responsibility; and
- That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence,; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;

- b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **Appeals**

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- A. The existence of a procedural irregularity that affected the outcome of the matter;
- B. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

- C. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- D. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker<sup>5</sup> for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Confidentiality**

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- Individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.

Except as listed above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### **Emergency removal**

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

#### **Retaliation Prohibited**

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

#### **Disciplinary Sanctions**

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

#### **Records**

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;

- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District’s conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District’s education program or activity; or
    - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Cross References:

- 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT
- 4.11—EQUAL EDUCATIONAL OPPORTUNITY
- 5.20—DISTRICT WEBSITE
- 7.15—RECORD RETENTION AND DESTRUCTION
- 8.20—CLASSIFIED PERSONNEL SEXUAL HARASSMENT

Legal References:

- 20 USC 1681 et seq.
- 34 C.F.R. Part 106
- A.C.A. § 6-15-1005
- A.C.A. § 6-18-502
- A.C.A. § 12-18-102

**4.28 Laser Pointers**

Students shall not possess any hand held laser pointer while on school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the district.

Legal Reference: A.C.A. § 6-18-512  
 DESE Rules Governing Student Discipline and School Safety

**4.29 Computer Use Policy**

## **Definition**

For the purposes of this policy, “electronic device” means anything that can be used to transmit or capture images, sound, or data.

The Westside School District makes computers and/or computer Internet access available to students to permit students to perform research and to allow students to learn how to use computer technology. Use of District computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purpose of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that :

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual content, actual or simulated normal or perverted Sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-use agreement (which will given to students on the first day of school) signed by both parents or legal guardians (if the student is under the age of 18) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

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

The Westside School District agrees to allow the student who has signed a “Student Internet Use Agreement” to use the District’s technology to access the Internet under the terms and conditions listed below which apply whether the access is through the District or student owned technology device.

The student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to the "Student Internet Use Agreement. No student may use the District's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed the "Student Internet Use Agreement."

The Internet use form is at the back of this handbook.

Each Internet or Computer Offense shall be documented and notification sent to the District Technology Coordinator as to the date, time, and location of computer or technology involved.

1. "Misuse of the District's Access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet without permission and/or for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas Law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school, including paper;
  - j. causing congestion of the network through lengthy downloads of files and/or audio/video streaming (Audio or Video streaming through the school's Internet access is strictly prohibited unless prior authorization is received by technology staff);
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
  - q. Using the network for financial or commercial gain without district permission;



- r. Theft or vandalism of data, equipment, or intellectual property;
  - s. Attempting to gain access or gaining access to student records, grades, or files;
  - t. Introducing a virus to, or otherwise improperly tampering with the system;
  - u. Degrading or disrupting equipment or system performance;
  - v. Creating a web page or associating a web page with the school or school district without proper authorization;
  - w. Providing access to the District's Internet Access to unauthorized individuals;
  - x. Failing to obey school or classroom Internet use rules; or
  - y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
  - z. Installing or downloading software on District computers without prior approval of technology director or his/her designee.
2. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
  3. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student Uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to, email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
  4. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
  5. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554)

A.C.A. § 6-21-107 A.C.A. § 6-21-111

Date Adopted: July 21, 2008

Legal Reference: 20 USC et seq. (Children's Internet Protection Act:: PL 106-554), ACA 6-21-107, ACA 6-21-111

Consequences for violation of the Computer Use Policy or Internet Use Agreement may range from a minimum consequence of a verbal reprimand to a maximum consequence of expulsion. Also, loss of computer use in the classroom and/or in other sites where computers are located on campus for an indefinite or definite period of time may also be the consequence or a combination as part of the consequence.

**4.29F Student Internet Use Agreement (student forms in back of handbook)**

The Westside School District agrees to allow the students to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned technology device:

1. Conditional Privilege: The student's use of the district's access to the internet is a privilege conditioned on the student's abiding by this agreement. No student may use the district's access to the internet whether through a District or student owned technology device unless the student and his parent or guardian have read and signed this agreement.

2. Acceptable Use: The student agrees that he will use the district's internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations and any state laws and rules. The student also agrees to abide by any Internet use rules instituted by the student's school or class, whether those rules are written or oral.

3. Misuse of the district's access to the internet includes, but is not limited to the following:

- using the internet for other than educational purposes; gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law Using the internet for any illegal activity, including computer hacking and copyright or intellectual property law violations
- making unauthorized copies of technology software; accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member
- using abusive or profane language in private messages on the system
- using the system to harass, insult, or verbally attack others
- posting anonymous messages on the system; using encryption software
- wasteful use of limited resources provided by the school including paper
- causing congestion of the network through lengthy downloads of files and / or audio/video streaming (audio/video streaming through the school's internet access is strictly prohibited unless prior authorization is received by technology staff)
- vandalizing data of another user; obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks
- gaining or attempting to gain unauthorized access to resources or files
- identifying oneself with another person's name or password or using an account or password of another user without proper authorization
- invading the privacy of individuals
- divulging personally identifying information about himself/herself or anyone else either on the internet or in an email (personally identifying information includes full names, address, and phone number)
- using the network for financial or commercial gain without district permission; theft or vandalism of data, equipment, or intellectual property
- attempting to gain or gaining access to student records, grades, or files
- introducing a virus to, or otherwise improperly tampering with the system

- degrading or disrupting equipment or system performance
- creating a web page or associating a web page with the school or school district without proper authorization
- providing access to the district's access internet to unauthorized individuals
- failing to obey school or classroom internet use rules
- taking part in any activity related to internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools
- installing or downloading software on district technology without prior approval of technology director or his designee

4. Penalties for Improper Use: If the student violates this agreement and misuses the internet, the student shall be subject to disciplinary action. Administrators reserve the right to administer the following consequences based on the severity of the offense. The minimum consequence will be a verbal / written warning; maximum consequence will be recommendation for expulsion.

5. Liability for Debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the district owned technology or access to the internet including penalties for copyright violations.

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

7. Students are advised that they have no expectation of privacy in any aspect of their computer use, including e-mail, and that monitoring of student computer use is continuous. Students who misuse district owned technology or internet access in any way, including using technology except as directed or assigned by staff or teachers, using technology to violate any other policy or contrary to the technology use agreement, attempting to defeat or bypass Internet filtering software, or using any of the district's technology to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and / or technology use agreement.

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

Legal Reference:     A.C.A. § 6-21-107  
                          A.C.A. § 6-21-111

#### **4.30 Suspension from School**

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

1. Poses a physical risk to himself or herself or to others;
2. Causes a serious disruption that cannot be addressed through other means; or
3. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s),

person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus for any reason except to attend a student/parent/administrator conference. Students will have access to programs, measures, or alternative means and methods to continue student engagement and access to education during periods of suspension or expulsion.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities. Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

It is the responsibility of a student's parents', or legal guardians', person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, or legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

1. A primary call number
  - a. The contact may be by voice, voicemail, or text message
2. An email address
3. A regular first class letter to the last known mailing address

The district shall keep a log of contacts attempted and made to the parent, or legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

Legal References:     A.C.A. § 6-18-507  
                              Goss v Lopez , 419 U.S. 565 (1975)  
                              DESE Rules Governing Student Discipline and School Safety

#### **4.31 Expulsion**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- Is the act of bringing a firearm on school campus.

The Superintendent or his/her designee shall give written notice to the parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or

older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS  
Legal Reference: A.C.A. § 6-15-1406, A.C.A. § 6-18-502, A.C.A. § 6-18-507  
DESE Rules Governing Student Discipline and School Safety  
Date Adopted: July 21, 2008

#### **4.32 Search, Seizure, and Interrogations**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children



Division of the Department Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Legal Reference:

A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

#### **4.33 Motor Vehicles/Student's Vehicles**

If the use of a vehicle creates a hazardous situation or disrupts any classes, or if the student vehicle is being driven too fast or in a reckless manner, student(s) will forfeit his/her driving privileges to school.

Students who drive their vehicle to school are expected to observe all rules of safety while driving, and to take extra precautions while on and about school property and grounds. The speed limit while on school property is fifteen (15) miles per hour. Students must have a valid driver's license and proof of Insurance, and pay a \$10.00 yearly parking fee. All student vehicles must have a parking permit.

Students' who have presented a valid driver's license and proof of Insurance and have purchased a \$10.00 parking permit from the appropriate office personnel, may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking (only). Students who arrive on campus should not leave but park their vehicle immediately in the student parking lot.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

"The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle."

Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building Principal, Asst. Principal, or their designee.

Students are not permitted to loiter in the parking lot or other parking areas, and must leave the vehicle once they have parked and go inside the building, and are not to return to their vehicles for any reason unless given permission to do so by school by school administration or school resource officer.

Students may be given special permission to drive their vehicles off campus during the school day. An example of this would be for the student to go to votech or for work study. Students must have prior permission from school administration before they will be allowed to do this.

### **Student Drop Off and Pick Up at School**

High School students are to be dropped off in the mornings and picked up in the afternoon at the steps in the student parking lot south of the Gym unless special arrangements to park elsewhere have been given to the student or students by the Principal. High School students should not be dropped off before 7:30 am. There are no teachers on duty to supervise students until that time.

Middle School students are to be dropped off in the mornings and picked up in the afternoon at the area in front of the Middle School main entrance. Students will not be allowed to walk to or from the High School or the Elementary School without permission from the Principal. Middle School students should not be dropped off before 7:30 am. There are no teachers on duty to supervise students until that time.

Elementary School Students are to be dropped off in the mornings in front of the main building in the "Red Zone." Drop off at the pavilion will not be allowed without permission from the Principal. Students will be picked up after school in either the "Red Line" or the "Black Line." Students will not be allowed to walk to or from the High School or Middle School School without permission from the Principal.

### **4.34 Communicable Diseases and Parasites**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F) or Hepatitis A. A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is

no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, food borne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57-IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be contacted. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined an appropriate treatment has begun. Successful treatment should kill crawling lice.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Legal Reference:

A.C.A. § 6-18-702

Arkansas State Board of Health Rules Pertaining To Immunization Requirements

Division of Elementary and Secondary Education Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements

#### **4.35 Student Medications**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in

accordance with this policy. All signed medication consent forms are to be maintained by the School Nurse.

Unless authorized by a physician to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). A form may be signed verifying the quantity and type of the medication(s).

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

Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus. Medications will not be administered on field trips or class trips unless accompanied by a parent or school nurse.

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

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II

medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

### **Self-Administration of Medication**

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
  - a. A rescue inhaler or auto-injectable epinephrine; or
  - b. The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

In school;

- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

### **Emergency Administration of Glucagon and Insulin**

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- The time scheduled for a dose of insulin in the student's IHP; and
- Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school

nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

#### **Legal References:**

Ark. State Board of Nursing: School Nurse Roles and Responsibilities

Division of Elementary and Secondary Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students with Diabetes

A.C.A. § 6-18-701, A.C.A. § 6-18-707, A.C.A. § 6-18-711, A.C.A. § 6-18-714,

A.C.A. § 17-87-103 (11), A.C.A. § 20-13-405

#### **4.36 Student illness and/or Accidents**

If a student becomes too ill to remain in class and/or could be contagious to other students, the school nurse or principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised,

such as the Nurse's Office, until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

The school will not be responsible for non-athletic injuries while the student is at school. Parents, if interested, may take out the volunteer Insurance coverage offered for the students the first day of school to cover injuries that may occur at school.

#### **4.39 Corporal Punishment**

The Westside School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the Superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

Corporal Punishment is an option which may or may not be used by the Administrators or any certified employees in the Westside School District. This option is at the discretion of the Administrator or the certified employee.

Legal Reference:

A.C.A. 6-18-503(b)

DESE Rules Governing Student Discipline and School Safety

DESE Rules Governing Special Education and Related Services Section 11.00- Discipline

Note: Corporal punishment may not be administered to any student whose parents or legal guardians have placed on file in the Principal's Office at the beginning of each school year a request that the student not receive corporal punishment but an alternate punishment instead.



Reasonable Force: Force that is in agreement with right thinking, not conflicting with reason or right judgment. The Westside School Board hereby authorizes the use of reasonable force by any certificated employee in the exercise of his/her lawful authority to restrain a refractory student, to protect a student from harm, or to maintain order in any school building, on any school property, or at any school-sponsored event. A report shall be filed with the employee's supervisor as soon as practicable following any incident in which force is used by the certificated employee using such force (Ex. Professional Crisis Management or PCM). The report shall include a statement of reasons for the employee's actions, the names of students involved, the names of any witnesses, and the signature of the employee.

#### **4.41 Physical Examinations and Screenings**

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.

Legal References: A.C.A. § 6-18-701 (b), (c), (e)  
Date adopted: 7-15-09

#### **4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy

Legal References: A.C.A. § 6-15-2907, A.C.A. § 6-18-515, A.C.A. § 27-51-1602,

**4.32—SEARCH, SEIZURE, AND INTERROGATIONS.**

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Legal References:

A.C.A. § 6-15-2907

A.C.A. § 6-18-515

**4.48 Video Surveillance**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the Board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personal.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's

video recordings may be erased any time greater than 2 weeks (or sooner depending on camera used and the situation) after they were recorded.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References: 20 USC 1232(g)  
20 U.S.C. 7115  
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

#### **4.49—Special Education**

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities.<sup>1</sup> Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Legal References:

34 C.F.R. 300 et seq.

20 U.S.C. §1400 et seq.

29 U.S.C. § 794

42 U.S.C. §12101 et seq.

A.C.A. § 6-41-102

A.C.A. § 6-41-103

A.C.A. § 6-41-201 et seq.

#### **4.50 School Meal Modifications**

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request such a dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
  - Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
  - Physician Assistants (PAs who work in collaborative practice with a physician); and
  - Dentists.
  
- The medical statement should include:
  - A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
  - An explanation of what must be done to accommodate the disability, which may include:
    - Food(s) to avoid or restrict;
    - Food(s) to substitute;
    - Caloric modifications; or
    - The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal

opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References:

Commissioner's Memo FIN-09-044  
Commissioner's Memo FIN-15-122  
Commissioner's Memo CNU-18-008  
Commissioner's Memo CNU-18-023  
Commissioner's Memo CNU-17-051  
7 CFR 210.10(g)

Date Adopted: 7-17-09

**4.52—Students who are foster children**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving

the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

#### Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by DESE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law; state law; the standards for accreditation; or other applicable State rule or Federal regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
  - The Foster Child School Choice Act;
  - Opportunity Public School Choice Act of 2004;
  - The Public School Choice Act of 2015; or
  - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide transportation to and from the school the foster child transferred to.

If a foster child application is denied due to the district's enforceable desegregation court order or court-approved desegregation plan, the law requires that the district immediately submit proof from a federal court to DESE that the public school district has a genuine conflict under an active desegregation order or active court-approved desegregation plan with the provisions of A.C.A. § 6-18-233.

Cross References:

4.1—RESIDENCE REQUIREMENTS

4.2—ENTRANCE REQUIREMENTS

4.5—SCHOOL CHOICE

4.7—ABSENCES

Legal References:

A.C.A. § 6-18-233

A.C.A. § 9-28-1

#### **4.55—Student promotion and retention**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of



their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- The building principal or designee;
- The student's teacher(s);
- counselor;
- A 504/special education representative (if applicable); and
- The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion or retention of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References:

- 3.30—PARENT-TEACHER COMMUNICATION
- 4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS
- 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References:

- A.C.A. § 6-15-2001
- A.C.A. § 6-15-2005

A.C.A. § 6-15-2006

A.C.A. § 6-15-2907

A.C.A. § 6-15-2911

A.C.A. § 9-28-205

DESE Rules Governing the Arkansas Educational Support and Accountability Act

DESE Rules Governing Grading and Course Credit

Murphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)

#### **4.56—Extracurricular activities – secondary schools**

##### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

### **Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

### **ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate in the fall semester of their tenth-grade year.

### **ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA, the student must be enrolled and successfully participating in a Supplemental Instruction Program (SIP) to maintain their competitive interscholastic extracurricular eligibility.

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

## **Intrascholastic Activities**

### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

### **Non-AAA Governed Activities**

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

#### **4.56.1—Extracurricular activities - elementary**

##### Definitions

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

##### Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board

believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

Cross References:

4.55—STUDENT PROMOTION AND RETENTION

4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References:

State Board of Education Standards for Accreditation 10.05 and 10.06

A.C.A. § 6-4-302  
A.C.A. § 6-15-2907  
A.C.A. § 6-18-712

#### **4.56.2—Extracurricular activity eligibility for home schooled students**

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a homeschooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement



Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A homeschooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

A homeschooled student who is not a resident of the District may begin participating in interscholastic activities:

- A. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- B. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7<sup>th</sup>) grade if the student were enrolled in public school.

A homeschooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Cross Reference:

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References:

A.C.A. § 6-15-509

A.C.A. § 6-16-151

A.C.A. § 6-18-232

A.C.A. § 6-18-713

Arkansas Activities Association Handbook

Commissioner's Memo COM-18-009

Commissioner's Memo LS-18-015

Division of Elementary and Secondary Education Rules Governing Home Schools

**4.56.2F— HOME SCHOOLED STUDENTS' LETTER OF INTENT TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY AT RESIDENT DISTRICT**

Student's Name (Please Print)

\_\_\_\_\_

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_\_/\_\_\_/\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score

achieved \_\_\_\_\_

Extracurricular activity(ies) the student requests to participate in

\_\_\_\_\_

Course(s) the student requests to take at the school

\_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_\_/\_\_\_/\_\_\_

Parent's Signature

\_\_\_\_\_

**4.56.2F2— Home schooled students' letter of intent to participate in an extracurricular activity at non-resident district**

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

Parent or Guardian's Resident Address

Street \_\_\_\_\_ Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's date of birth \_\_\_/\_\_\_/\_\_\_ Last grade level the student completed \_\_\_\_\_

Student has demonstrated academic eligibility by obtaining a verifiable minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition, or another nationally recognized norm-referenced test approved by the State Board of Education. \_\_\_\_\_

Name of test, Date taken, and score achieved \_\_\_\_\_

Extracurricular activity(ies) the student requests to participate in

\_\_\_\_\_

Course(s) the student requests to take at the school

\_\_\_\_\_

Proof of identity \_\_\_\_\_

Date Submitted \_\_\_/\_\_\_/\_\_\_

Parent's Signature \_\_\_\_\_

As the superintendent of the above student's resident district, I agree that the above student may participate in extracurricular activities at the Westside School District.

Resident Superintendent's Signature: \_\_\_\_\_

As the superintendent of the Westside School district, where the above student desires to participate in extracurricular activities, I agree to allow the student to participate in extracurricular activities at the Westside School District.

Non-resident Superintendent's Signature: \_\_\_\_\_

#### **4.59—Academic course attendance by private school and home schooled students**

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered by the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of five (5) courses per semester.

The District may reject a private school or home schooled student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or

- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home schooled student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home schooled student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home schooled student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home schooled student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
  - Submit, along with the student's application, a copy of the student's transcript indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS.

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home schooled student attending academic courses in the District shall be borne by the student or the student's parents.

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME-SCHOOLED STUDENTS.

Cross References:

4.6—HOMESCHOOLING

4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME-SCHOOLED STUDENTS

4.57-- IMMUNIZATIONS

Legal References:

A.C.A. § 6-15-509

A.C.A. § 6-18-232

A.C.A. § 6-18-702

A.C.A. § 6-47-401 et seq.

DESE Rules Governing Distance and Digital Learning

DESE Rules Governing Kindergarten Through 12<sup>th</sup> Grade Immunization Requirements in

Arkansas Public Schools

Commissioner's Memo COM-19-021

### **5.16—Computer science course prerequisites and progression**

#### **Traditional Progression**

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

#### **Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

Cross Reference:

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Legal References:

Arkansas Computer Science Standards for Grades 9-12

Commissioner's Memo COM-17-051

### **5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES**

#### **Internships**

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District's internship program include students advancing computer science skills, sharpening soft-skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking

the internship participants to current resources, information, and guidance from computing professionals.

Students who wish to participate in the internship program shall submit an application to the program director. In order for a student to be eligible to participate in the internship program, the student must have:

1. Received enough credits to qualify as a junior;
2. Either:
  - a. Have at least one (1) credit from an ADE approved computer science course; or
  - b. Submit computer science work product that satisfactorily demonstrates the competencies expected within the Arkansas Department of Education (ADE) Computer Science Standards to the Principal; and
3. At least a 2.5 GPA.

The student participating in an internship program is responsible for making sure the program director receives documentation authenticated by the student's supervisor of the hours worked by the student, proof of the student having completed projects, and regular evaluations of the student's work by the student's internship supervisor.

A student who completes a computer science internship shall receive credit for the internship as a Computer Science Flex Credit based on the amount of documented on-the-job work hours as follows:

- Half (1/2) credit for completing sixty (60) on-the-job work hours; or
- One (1) credit for completing one hundred twenty (120) on-the-job work hours.

### **Independent Studies**

A Computer Science Independent Study Program shall be designed to enrich the student's computer science educational experience. A student who desires to complete an independent study shall:

1. Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the ADE Computer Science Standards to a local advisor;
2. Develop an educational plan that is tied directly to extending the computer science concepts found within:
  - The most current revision of the Arkansas High School Computer Science Standards;
  - College Board AP Computer Science Principles or A; and/or
  - IB Computer Science SL or HL;
3. Submit the study plan to a local advisor for approval;
4. Have at a minimum GPA determined by the advisor; and
5. Produce a final product for presentation.

The advisor is responsible for reviewing, monitoring, and approving the student's study plan. The study plan should include anticipated objectives that allow the advisor to evaluate the student's study progress. The student is responsible for submitting regular written reports to the advisor concerning the student's progress towards the student's independent study goals.

The student's hours of study shall be documented by the most appropriate of the following methods:

- Being assigned a class period during the instructional day that is dedicated to the student's independent study;
- Using the District's system to track student time for digital courses if the student's attendance and assignments are through a digital classroom; and
- Using another hour tracking system approved by the district Superintendent that provides for accurate tracking of hours and provides safeguards against improper reporting by the student.

A student who completes a computer science independent study shall receive credit for the independent study as a Computer Science Flex Credit based on the amount of documented study hours as follows:

- Half (1/2) credit for completing sixty (60) study hours; or
- One (1) credit for completing one hundred twenty (120) study hours.

Legal References: Arkansas Computer Science Standards for Grades 9-12 Internship Program  
Arkansas Computer Science Standards for Grades 9-12 Independent Study

## **Westside Consolidated School District Health Care Policies**

### **Special Healthcare Needs**

The school's role:

The Westside School District will provide necessary and appropriate personnel, related services, and necessary training to meet the needs of students with identified special health care needs, in compliance with all state and federal regulations. Individual healthcare plans will be designed and kept for each of these students. All health care information will be kept confidential, separate from other school records, and will be available only to personnel with direct contact with that student.

The parent's role:

It is the responsibility of the parent of a special health care needs student to disclose all medical information related to the educational and physical well being of the child. Also, it is the responsibility of the parent to be available to confer with school officials when necessary as well as provide all supplies vital to the care of the student.

Emergency Plan:



In a disaster or an emergency, e.g. a fire, weather related disasters, utilities failure, etc. special consideration will be given to the unique needs of students with special health care needs. Directions will be stated in the individual healthcare plans.

### **Student Medications**

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

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent shall bring the student's medication to the school nurse. Medications, including those for self-medication, must be in the original container and properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who have written permission from their parent and a licensed healthcare practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both, and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way issuing medication or any medical supplies in their possession. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both, does not require him to have such on his person. The parent of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both, on his person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Non-prescription medications may be given to students upon the decision of the principal, nurse, or their designee(s). Such medications must be in the original container, clearly labeled, and accompanied by a written authorization form signed by the parent. The form will include the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

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

## **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

*Legal References: A.C.A. § 6-18-707*

### **Student Illness/Accident**

If a student becomes too ill to remain in class and/or could be contagious to other students, as determined by the school nurse/designee or the principal, an attempt will be made to notify the student's parent. The student will remain in the school's health room or a place where he can be supervised until the parent can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up-to-date.

### **Personal Hygiene**

Personal hygiene of each student must be maintained at a level that will not interfere with the educational atmosphere of the school. When children exhibit problems within this area, the classroom teacher, nurse, counselor, therapist, and principal will work together as needed to take care of the situation. Actions taken may include, but are not limited to, parental notification, home visits, referral to a physician, notification to the Department of Children and Family Services (in the event of recurring problems with no parental cooperation), and in extreme cases, FINS Petitions (family in Need of Services) may be filed in the judicial system. If the student's personal hygiene worsens, the student may be suspended from school and allowed to return when the situation improves.

### **Healthcare**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. If a student does not feel well, he will not do well in school. A nurse is employed by the district and will determine the needs of a student who may become ill. Your child should not come to school if he has any of the following symptoms which may indicate the onset of a communicable disease:

- Fever.
- Runny nose.

- Watering/discharging eyes, sore throat.
- Swollen glands.
- Cough, skin rash, or spot.
- Nausea, vomiting, or diarrhea.

Make sure that school personnel know where and how to contact a parent in case of accident or illness. It is mandatory that school personnel have current contact information in case of accident or illness. Please update contact information if anything has changed. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A,B, or C, mumps, vomiting, diarrhea, and fever (100.4 F) or more will be sent home). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school. To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat). In accordance with 4.57–IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

State law also requires the school to conduct hearing, vision, and scoliosis screenings. Please provide written notice if you wish for your child to not be screened for scoliosis.

### **Immunizations**

The law requires every child in the state to be immunized against diphtheria, tetanus, whooping cough (pertussis), polio, red measles (rubeola), rubella, and varicella (chicken pox). The following doses are required.

- Hepatitis A- One (1) dose after 1st birthday before entering kindergarten or first grade.
- Hepatitis B- Three (3) doses are required for all kindergarten, seventh (7<sup>th</sup>) grade, and transfer students. New students must have the series completed no matter what grade the student is entering.

- Dtap- Four (4) doses with one of these given after the fourth (4<sup>th</sup>) birthday.
- Polio-Three (3) doses with one of these given after the fourth (4<sup>th</sup>) birthday.
- MMR- One (1) dose given after the first (1<sup>st</sup>) birthday. Second (2<sup>nd</sup>) dose given before entering kindergarten.
- Varicella- Two (2) doses. Students, entering Grades 1 through 12, need to have had 2 doses of varicella vaccine. History of disease is considered compliant with this requirement but only as reported by a medical professional (medical doctor, advanced practice nurse, doctor of osteopathy, or physician assistant). Parental history of disease is not accepted. **(ALL students must have 2 varicella (chicken pox) immunizations. The district is not allowed to take “history of disease”, unless this is verified in writing by a physician.)**
- Tdap- One (1) dose after age 11. One dose of tetanus, diphtheria, and acellular pertussis (Tdap) vaccine will be required for children who will turn age 11 years or older on or before September 1st of each school year. More specifically, the new requirement for 1 dose of Tdap impacts students at age 11 years or older regardless of grade. This change was recommended to better protect children who are in the age groups with the highest incidence for pertussis in Arkansas.
- MCV4- One (1) to two (2) doses depending on age. Students entering Grade 7 need 1 dose of the meningococcal (MCV4) vaccine regardless of age. There is also an additional requirement for students turning age 16 years on or before September 1. At age 16, regardless of grade, if a student has had 1 dose of MCV4, a second dose is required if it has been 8 weeks since the first dose. If no previous dose was received and if student will be 16 by September 1, the student needs 1 dose and no second dose is required.

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

STATE LAW AND SCHOOL BOARD POLICY 4.57 DETAIL THE REQUIREMENTS. In part, the policy states, ..."no student shall be admitted to attend classes in the District who has not been age appropriately immunized..." The Westside School District can prohibit your child's attendance at school until all state-required immunizations have been administered to your child.

Exclusion From School: In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District

receives approval from ADH. Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments: for the remainder of the week by the end of the initial school day of the student's exclusion; and by the end of each school's calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected. Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Temporary Admittance: While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided. The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### **Administration of Epinephrine for Emergency**

Arkansas law 20-13-405 was enacted TO ALLOW A SCHOOL NURSE TO ADMINISTER AUTO-INJECTABLE EPINEPHRINE TO A PUBLIC SCHOOL STUDENT UNDER CERTAIN CIRCUMSTANCES. A life threatening allergic reaction can develop at any time due to insect stings, medication , food or various other sources. If a person is having an anaphylactic reaction they may have difficulty breathing, lips swelling, airway closing that could result in death. If the school nurse determines that your child is having a life threatening allergic reaction they will administer a dose of epinephrine via intramuscular EpiPen. The school will contact the parent if a dose of epinephrine is needed, however due to time restraints the parent may not be

contacted until after the child has been injected. 911 will also be called in the case of any life threatening allergic reaction. If you would like to see a copy of the bill 20-13-405 or have any questions please contact your school nurse.

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

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

### **Treatment of Head Lice, Nits or Shells**

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be contacted. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined an appropriate treatment has begun. Successful treatment should kill crawling lice.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

### **Substance Abuse Screening**

It is the philosophy of the Westside Public School that Westside students should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle.

The Westside District recognizes the use of mood-altering chemicals as a significant health problem for many students, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some students affect academic growth, achievement, activities participation and development of related skills. Others are affected by the misuse and abuse: family, teammates, schoolmates, or other significant persons in their lives.

The school will not be responsible for injury or other health problems resulting from the student's misuse or abuse of the drug while the student is involved in school activities.

#### **Purposes**

There are seven purposes of chemical screening by Westside Public Schools:

1. To emphasize concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
2. To work with parents to assist in keeping their children free of mood-altering chemicals.
3. To promote a sense of order and discipline among students.
4. To confirm and support the existing state laws which restrain the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure directing them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

## Method

Any student who wishes to participate in an extracurricular activity or drive a vehicle to school during the school year must sign a drug screening consent form. Screening will begin at the eighth (8<sup>th</sup>) grade level and be cumulative through the twelfth (12<sup>th</sup>) grade. All students' ID numbers, grades 8 through 12, will be placed in the pool. The screening will be conducted as follows:

1. At the beginning of the fall semester, coaches and sponsors shall survey all potential participants for all activities. These students will be placed in the drug-screening pool for random testing throughout the year.
2. Any student who wishes to participate in any activity but was not entered into the original pool for the first fall testing must be entered into the pool before participation in his/her respective activity.
3. Any student who drives a vehicle to school will be placed in the drug pool at the beginning of the fall semester for random testing throughout the year.
4. Any student who wishes to drive to school but was not entered into the original pool for the first fall testing must be entered into the pool before driving to school.
5. Any student who wishes to participate in an extracurricular activity or drive a vehicle to school during the school year must sign a consent form for drug screening before participating.
6. Screening will be done on a random basis. Exception: If an administrator, other district employee, or parent reasonably suspects that a student has a chemical problem, he or she may recommend in writing to an administrator that the student be included in the sample. Steroids or similar chemicals could take more than twenty (20) days to leave a student's system. In this case, a doctor's written opinion is requested and is at the student's expense.

Refusal of a student to take a drug test will constitute a positive screen.

If prior to any student's number being pulled for screening the student voluntarily acknowledges that he/she has a chemical problem, such student will not be held in violation but will be placed on probation. This means the student will not be allowed to participate until he/she completes a successful drug rehabilitation program. In order to participate, the student must take a drug test again and pass it. The student will be subject to screening each time a test is administered.

## **Substances Screened**

Alcohol	Cocaine	Opiates
Amphetamines	Ecstasy	PCP
Barbiturates	Methaqualone	THC (Cannabinoids)
Benzodiazepines	Methamphetamines	



### **Consequences of a Positive Test**

After laboratory confirmation of a positive drug screen, the principal or designee shall notify the student's custodial parent/legal guardian and shall schedule a conference with the parent/guardian to explain the results. Initial counseling including referrals, resources, and information on chemical abuse will be available from the school counselor or social worker. Additional outside counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. The additional counseling/rehabilitation will be at the expense of the student. Westside Consolidated School will not assume any financial responsibility for counseling/rehabilitation.

If a Urine sample is reported to the school as being diluted or contaminated, then this will be classified as a positive drug screen and the consequences for a positive drug screen will apply.

First violation: After laboratory confirmation of a positive drug screen, the student will be placed on confidential probation for thirty days. The student will be suspended from all extracurricular activities and driving privileges for thirty days from the date of the positive drug screen. After thirty days, the student will be tested again. If the retest is negative, the probation will be lifted.

After a positive drug screen, the student may be screened each time a screening is administered for one year. This will be done at the discretion of the administration.

Second violation: The second positive screening will result in the student not being allowed to continue extracurricular activities or have driving privileges for one year from the date of laboratory confirmation of the second positive drug screen.

Third violation: After laboratory confirmation of any subsequent positive screening (after the second violation) will result in permanent expulsion from all extracurricular activities and permanent loss of driving privileges. After the third (3<sup>rd</sup>) positive screening, the student, or his/her parent/guardian, may ask for a Hearing before the Principal and/or Superintendent. Any further and final appeal will be to the Westside School Board.

Positive test results shall not be provided to the police or any other law enforcement agency.

## **School Breakfast and Lunch Program**

The school lunch program is available to all students on a daily basis. Lunch credits are sold each day before school and during serving times in the cafeteria. The amount paid by cash or check is entered into the computer so the student's Personal Identification Number (PIN) must be included with payment. Please make checks payable to Westside Food Service.

A PIN will be issued to each student on the first day of school to be used in the cafeteria. Each student will need to know his PIN when coming to the cafeteria for breakfast or lunch. The student will enter the PIN on the keypad and one (1) breakfast or lunch will automatically be deducted. The student's PIN will carry over from year to year, until the year of graduation.

It is important for you to make sure your child has sufficient money in his account or brings a sufficient amount for breakfast and lunch each day. Students will be allowed to charge breakfast/lunch if they do not have money to cover the meal. High school and middle school students may charge up to fifteen dollars (\$15.00) for breakfast and/or lunch. This will be the equivalent of one week's meals with breakfast and lunch. Elementary school students will have a higher charge limit of twenty-five dollars (\$25.00). When a student's charges have reached the charge limits, students will be served an alternative meal until the debts are paid to the program. Student charges may not be allowed after May 1<sup>st</sup> of each school year, so the food service program can collect all debts owed to the program.

If a student has reached the maximum of \$15.00 (\$25.00 elementary) in charges a reminder note will be sent home and parents may be called. If income levels change at any time during the year, parents may reapply for Free/Reduced lunch program.

Parents can send breakfast and/or lunch from home or bring it from home to the school for their child only. No outside food is allowed to be shared with other students in the cafeteria.

#### What are the nutritional requirements for the school lunch?

School lunches must meet federal nutrition requirements, but decisions about what specific foods to serve and how they are prepared are made by local school food authorities. Current regulations require schools to meet the Dietary Guidelines for Americans, which recommend that no more than 30 percent (30%) of an individual's calories come from fat, and less than ten percent (10%) from saturated fat. Regulations also establish a standard for school meals to provide one-third (1/3) of the recommended daily allowances of protein, vitamin A, vitamin C, calcium, and calories.

#### How do children qualify for free and reduced-price meals?

Any child at a participating school may purchase a meal through the National School Lunch Program. Children from families with incomes at or below 130 percent (130%) of the poverty level are eligible for free meals. Those parents between 130 percent (130%) and 185 percent (185%) of the poverty level are eligible for reduced-price meal.

#### Food Service Complaint Procedure

Parents and/or students who have a complaint should notify the school office and/or the food service program director. Preferably, the complaint should be made in writing in order to make sure all details of the complaint are communicated. The food service director may contact the parent or student before addressing the issue. If the issue is not resolved, then the persons

involved may contact the superintendent's office. A copy of the complaint must be sent to the superintendent's office for review.

2020-2021 Prices:

Breakfast	\$1.00
Breakfast (reduced)	\$ .30
Lunch	\$2.40
Lunch (reduced)	\$ .40

## Westside Consolidated School District School Guidelines for Managing Students with Food Allergies

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **Family's Responsibility**

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - when to tell an adult they may be having an allergy-related problem
  - how to read food labels(age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child(if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

## **School's Responsibility**

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food-service and nutrition manager/director, and counselor (if available) to work with parents and the student(age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or locals regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or locations.
- Review policies/prevention plan with the core team members, parents/guardians, student(age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of emergency.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy.
- Discuss appropriate management of food allergy with the family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.

- Take threats or harassment against an allergic child seriously.

### **Student's Responsibility**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.



**Westside High School**

# **2020-2021**

## **Handbook Policies**

**1630 Highway 91 West**  
**Jonesboro, AR 72404**  
**Telephone: 870.935.7501**  
**Fax: 870.268.9119**

### **Administrative Personnel**

Michael Joe Graham--Principal  
[mgraham@westsideschools.org](mailto:mgraham@westsideschools.org)

Chris George--Assistant Principal/Instructional Facilitator  
[cgeorge@westsideschools.org](mailto:cgeorge@westsideschools.org)

Tina Smith--Administrative Assistant  
[tsmith@westsideschools.org](mailto:tsmith@westsideschools.org)

Tracy Wiseman--Registrar  
[twiseman@westsideschools.org](mailto:twiseman@westsideschools.org)

Carol Little--High School Counselor(Grades 11 & 12)  
[clittle@westsideschools.org](mailto:clittle@westsideschools.org)

Julie Tubbs--High School Counselor(Grades 8, 9, 10)  
[jtubbs@westsideschools.org](mailto:jtubbs@westsideschools.org)

Freddy Bowen--Athletic Director  
[fbowen@westsideschools.org](mailto:fbowen@westsideschools.org)

Pam Dooley--Director of Curriculum and Federal Programs

## **Westside High School Student Handbook Policies**

### **4.7 Absences/Attendance**

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to attend school, the District's Policy governing student absences at the High School is as follows:

Students in grades 8-12 shall not be absent, as defined in the policy more than 5 days per semester. When a student has 3 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed over half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 5 unexcused absences in a semester, the District shall notify the prosecuting authority and the parents, guardians, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

A student in grades 8-12 with 6 absences in a 1st, 2nd, or 3rd block course in a semester may not receive credit for that course. A student with 6 absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses, and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion, awarded credit, or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

A student in grades 8-12 with 11 absences in a 4th or 5th block course in a semester may not receive credit for that course. Students with 11 absences in a course in a semester may not receive credit for that course. If the student fails to receive credit for a sufficient number of courses, and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion, awarded credit, or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent,; legal guardian,; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;



4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
  - a. All doctor's excuses must be turned in to the office within 2 weeks of the appointment to be accepted by the school as a valid excuse.
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

If a student is 15 minutes late for class, the student is considered absent. A student will be counted absent if the student misses 15 minutes or more of a class period (at the beginning or anytime during that period).

Legal References: A.C.A. 6-18-209, A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-18-231, A.C.A. § 6-18-507(g), A.C.A. § 6-18-702, A.C.A. § 6-27-113(f), A.C.A. § 7-4-116, A.C.A. § 27-16-701

Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

Date Adopted:

Last Revised:

### **Check-in/Check-out Procedures**

Students that arrive after **8:00** are required to check-in through the office. The student is required to report to the office and check-in with the office personnel. Students will be given a pass to report to class that should be presented to the teacher upon entrance.

If an emergency should arise and a student needs to leave school, a parent/guardian or adult whose name appears on the Pick Up List must come to the school office and sign out the student. If the adult's name is not on the Pick Up List, then school officials will not let that person pick up the student(s).

- Students will not be released to anyone without proper ID.
- Students will not be released to anyone not on the pick up list.
- Parent/Guardian will add approved people to their child's pick up list at the beginning of the school year or at time of enrollment.
- If a change to the pick up list is to be made during the year, it must be done by the parent/guardian by completing the proper paperwork.
- These changes will not be made over the phone, via fax, or via email/text.

Students who leave school for any reason must check-out through the high school office before leaving. This includes students who have modified schedules, work study, internship, or any other administration approved reason to leave school. If a student does not check-out properly, they will be considered truant. All Sr's who have a modified schedule, and are on campus on Tribe day, must attend Tribe so they can receive important information.

#### **4.9 Tardies**

A student is tardy if he or she is not in the room or assigned seat when the tardy bell rings (per teacher's classroom rules). Tardies are per class and start over at the beginning of each new semester.

#### **Consequences**

- 1<sup>st</sup> Tardy -- Verbal Warning to student
- 2<sup>nd</sup> Tardy -- Attempted verbal or written communication to the parent by the teacher
- 3<sup>rd</sup> Tardy -- Referral to office with dates -- 1 day in detention & contact parent.
- 4<sup>th</sup> Tardy -- Referral sent to office with dates -- 3 days in detention & contact parent.
- 5<sup>th</sup> & subsequent tardies will either result in more days in detention or ISS & contact parent. In extreme circumstances, Families in Need of Services (FINS) petition will be filed.

\*\* Once a student has been tardy or absent for first period class 6 or more times, the student will lose his or her driving privilege for the remainder of the semester.

Date Adopted: July 1, 2006

#### **4.10 Closed Campus**

Unless given permission to leave the campus by a school official, students must sign out (be checked out by a person on their check-out sheet) in the office upon their departure. This means no student leaves for any reason unless checked-out by a person on their check-out sheet, and if the student returns before the end of the regular school day, the student must check-in at the office and present third party documentation (such as a Dr. note) in order to remain at school unless approved by the principal. Westside High School does not accept deliveries of any kind for students.

## **Consequences**

**Minimum consequence will be after school detention; maximum consequence will be Out of School Suspension (OSS).**

Date Adopted: July 1, 2006

Last Revised: 06/18/2012

### **Dress Code and Student Grooming (WHS)**

The below dress policy includes not only at school, but dress code applies at all school activities or events (with exception of wearing a cap or hat at games or events after school hours as long as it is worn properly according to dress code below or as long as it is not prohibited at certain events by the Administration, Coaches or Sponsors).

The following items of appearance and wearing apparel will not be permitted:

1. Garments that are more than a dollar-bill length above the bend of the knee
  - a. The board's exception is cheerleading uniforms.
2. Bare feet (Shoes must be worn.) Cleats will not be allowed in the school buildings.
3. Heelies or any shoe with wheels. Skateboards or other wheeled devices will not be allowed to be carried around school during school hours and should be stowed in designated areas (lockers, etc.).
4. Inappropriate tops (i.e. low cut shirts or blouses with cleavage showing, bare midriffs, halter tops, spaghetti straps, muscle shirts, backless tops, etc.).
5. Caps, hats or other head coverings (i.e., hoods, bandanas, toboggans, etc.) worn inside the building, and hoods, caps on sideways, or bandannas (any gang related apparel) worn at school.
6. Clothing or other gear with inappropriate slogans. This includes any obscene, vulgar, suggestive, or commercial messages inconsistent with school standards. Anything advertising or promoting the use of tobacco, alcohol, or drugs are not permitted.
7. Baggy or saggy pants or oversized clothing. These garments must be worn no lower than the hip line or the hip bones. No undergarments may be visible.
8. Shirts, t-Shirts, blouses, etc., with the sleeves cut off so that the opening goes down the sides of the body of boys and/or girls.
9. Full face paint or paint on the body.

10. House shoes or pajamas or look alike pajamas.
11. Chains (including wallet chains or chain attached to clothing). Jewelry with spikes or sharp points or any other dangerous instrument.
12. Oversized and/or long trench coats that could be considered a safety issue or a danger to the safety of the school causing students or employees to feel uncomfortable with the student wearing this apparel to school.
13. Hair that covers the eyes or face, or any other hairstyle that may be hazardous to the student or his/her classmates' safety in their educational activities, such as, shop, lab work, physical education, etc. or disrupts the educational process.
14. Sunglasses worn inside of buildings except for medical reasons.
15. Leggings, hosiery, tight knit pants etc., may be worn with a dress, skirt, or an appropriate length shirt as long as the highest point of the shirt's hem falls naturally below the student's buttocks and groin area.
16. Holes in jeans may not be higher than a dollar bill length above the bend of the knee if skin is showing. Absolutely no holes/slits in jeans or pants around the student's groin area or pocket areas in front or back will be tolerated if skin is showing. Duct tape and other non-clothing material will not be allowed to cover holes that do not meet dress code.
17. Blankets will not be allowed to be brought to school. These are a distraction to the educational process.
18. No baseball/softball bats will be allowed to be carried in the hallways. These items should be kept in locker room areas or coaches' offices.

In addition to the criteria above, the faculty of the school may develop a dress code for students who will represent the school or organization during extracurricular activities. All teachers will check for any dress & grooming violations each morning. If they notice a student in violation of the student handbook "Student Dress and Grooming" policies, the Teacher will send the student to the proper Administrative Office.

### **Consequences**

**Minimum consequence will be verbal warning and change of clothes; maximum consequence will be In School Suspension (ISS)**

#### **Social Gathering and Extracurricular Participation Attendance Rules: (Including Prom & Military Ball)**

- Social gatherings are for students in grades 8-12 only.
- Dates/Guests cannot be family members.
- Dates not attending Westside must be signed up by the announced sign-up deadline. After the sign-up deadline has passed, no signatures will be added.
- Students may not enter after the first hour of the social gathering.
- Students must sign out at the door if they leave before the social gathering is over. Students must leave the school campus or event location and not return.

- Students who do not follow school policies at social gatherings may lose their right to attend future social gatherings.
- Students who are in in-school or out-of-school suspension may not attend.
- Because social gatherings are school activities, appropriate attire to fit the event is expected, and the school dress code will be enforced (exception may be Prom or Military Ball, which may require more formal attire).
- Guests over nineteen (19) years of age will not be allowed to attend a school sponsored social gathering, and guests will have to show identification. Exception: Guests over Twenty (20) years of age will not be allowed to attend the Prom or Military Ball and may be required to show identification.
- Students in grades 8 and 9 will not be allowed to attend the Prom.
- In order for a student to attend a social gathering (Including Prom & Military Ball, etc.) or to participate in an athletic event, band event, theatrical production, or any other school event the student must attend school for 3.5 hours (half a day) if school is in session, and if absent that day, the student may not attend, or if absent for a part of the day, the student must bring a 3rd party documentation in order for the absence to be excused. Prom exception: If Prom is on the night of a school day, then the student must be at school the first 2 blocks of the day, and must bring a note from parent/guardian to the Office that morning before classes begin in order to be excused for the rest of the day.
  - 12th grade students with an early release schedule will be allowed to participate in a social gathering or other school event listed above if they did not have a class scheduled on the day of the event. If they have scheduled classes on the day of the event, they must attend at least 1 class, or half the number of classes scheduled that day (whichever is more) in order to be allowed to participate.
- Dancing must be appropriate. Lewd and lascivious dancing will result in a student being asked to leave the event. Front to back dancing will not be allowed. Student may not receive a refund.
- Administration has the right to approve or deny any guest/date for any social gathering including Prom or Military Ball.

### **Consequences**

If any of the above rules are violated:

1. Student or students may be asked to leave without refund.
2. Student or students may not be allowed to attend any future social gatherings.
3. Student or students could face further disciplinary action as deemed appropriate by the administration.

### **Pupil Personnel Policies**

#### **Scheduling of Extracurricular Activities**

All extracurricular activities will be scheduled in such a way as to limit and control interruptions of instruction time in the classroom and the number of absences for such activities.

## **Eligibility to Participate in Extracurricular Activities**

### **Age**

A junior high student is not eligible for junior-high competition if the student's 16<sup>th</sup> birthday is on or before September 1. In the year a student in junior high school becomes too old for junior high participation, the student may be allowed to participate for the senior high if all other eligibility rules are met. A senior high student is not eligible for interscholastic participation if the student's 19th birthday is on or before September 1.

### **Scholarship (Academics)**

Junior high eligibility: A student promoted from the sixth to the seventh grade automatically meets the academic eligibility requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester.

The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.

First semester ninth grade students must pass four academic classes to be eligible second semester of the ninth grade.

Ninth grade students must meet senior high academic eligibility by the end of the second semester in order to be eligible to participate the fall of their tenth grade year.

Senior high eligibility: In order to establish eligibility, a student in grades 10-12 must pass four academic courses and maintain a minimum GPA of 2.0 based on the previous semester. Any of the four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.

The student must have no unexcused absences for the current semester or its equivalent that would cause the student to receive no credit (NC) for a course or courses causing student(s) to not have passed 4 academic subjects.

School disciplinary action may be defined by the school but, as a minimum, the policy shall state that a student has been disciplined when being placed on suspension where the student is out of school for a period of time. Out of School Suspension means the student may not participate during the time of Out of School Suspension.

The student must have no known criminal convictions. This is subject to the Arkansas Activities Association, if apply.

**Academic course:**

An academic course is one for which class time is scheduled and which can be credited to meet minimum requirements for graduation, is taught by a teacher required to have state certification in the course, and has a course content guide approved by the Arkansas Department of Education.

P.E. may be considered an academic course for one full credit within the 21 minimum credits. The first time a P.E. grade appears on the transcript in grades 9-12 is when it will be considered an academic course.

Alternate course credit: A student may satisfy the requirement by successfully completing the course(s) failed or course(s) needed or equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements. Such credit shall be applied to the previous semester. NOTE: When the same course is repeated, the former grade may be replaced. When a substitute course is completed, the grade shall be added to the courses for the previous semester and the GPA recomputed.

Special education: A student must have earned passing grades in four academic courses of the I.E.P. for the previous semester. In junior high, three of the four courses must be in the core curriculum areas (math, science, English, social studies).

Changing eligibility status: A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (Aug./Sep.) and once at midterm (Dec./Jan.).

Required Physical Exam: Before any student may participate in any athletic practice or athletic game, he/she must present a physical form from a Physician to the Coach stating that he/she is physically fit and may participate in any athletic program. Physicals are good for one year.

Attendance: In order for a student to participate in any Extracurricular Activities, on the day of the activity (if school is in session) the student must attend 2 class periods, the other class periods that the student misses will be unexcused unless the student brings third party documentation as defined under the excused absence section of this handbook. If the student is absent from school all day on the scheduled activity, the student may not participate in that activity unless approval is given by the school administration or the student is on a school function.

**Lockers and Locks**

Students are offered lockers. All locks must be obtained from the principal's office. Students are not to share hall lockers.

Lockers are for personal use and should be kept orderly. Students are to keep only appropriate materials for school in lockers. Lockers will be inspected periodically. Rental for lockers and combination locks is \$5.00. If a lock is damaged or lost, a charge of \$5.00 will be made.

In the assignment of school property (such as a locker) to a specific student, the school retains ownership and the right to inspect it or reclaim it.

### **Election Policy**

In any school election (i.e., officers, citizenship awards, etc.), excluding Homecoming, in which a candidate does not receive a majority of the votes cast, a runoff election will be held. The runoff election will be limited to no more than two candidates except in the event of a tie.

In the event of a tie:

1. If there is a tie for first place, then these candidates will be in the run-off.
2. If there is a tie for second place, then the first and second place candidates will be in the run-off.

### **Homecoming and Homecoming Elections & Requirements**

1. Students may not be nominated for Homecoming Court or any part of Homecoming Court (including Homecoming King), from the different grades, if the student has the following:
  - a. More than 1 day in In-School Suspension (ISS).
  - b. Out-of-School Suspension (OSS)
2. If there is not a majority of votes, the six candidates with the most votes will be placed in a runoff election.
3. The homecoming maids will be those students who receive the most votes in each respective grade level. No student may be elected a member of the Homecoming Court in more than one (1) sport per school year.
4. The queen and maid of honor will be chosen from the 4 Sr. maids by the football/boy basketball teams.

### **Who's Who Regulations and Elections:**

1. Grades 11 and 12 will give nominations for the Senior students for the Who's Who ballot.
2. If there is not a majority, the top 2 (3 if a tie) nominated in each category will be put on the ballot.
3. Grades 10, 11, and 12 will vote on nominees.
4. Most Talented is a fine arts category. Most Athletic is a sports category.
5. Class Favorites and Class Beauty and Beau will be nominated by each class. If there is not a majority of the votes cast, the top 2 (3 if a tie) nominated will be put on the ballot and voted on by each respective grade level.
6. Faculty and Staff will give nominations for the Senior students for Mr. & Mrs. WHS. The top 2 (3 if a tie) nominated will be put on the ballot and voted on by the faculty, staff, and the Senior Class.



### **Office-holding**

In order that proper leadership may be assured to the various clubs, homerooms, classes, and other organizations, candidates for any school office are required to have the following qualifications:

1. An average of at least a C and no failing grades for the preceding semester
2. Qualities of leadership
3. Satisfactory citizenship

All nominees should be cleared through the office for scholarship and citizenship. A student is limited to holding major offices (President, Vice-President, Secretary, and Treasurer) in no more than two clubs.

### **Field Trips**

Guidelines for scheduling field trips are as follows:

1. Trips will be taken within the school day (8:15-2:30). Some trips may require flexibility due to scheduling.
2. The field trip driver will be responsible for contacting the bus shop for a bus number prior to the trip. The driver should allow adequate time for a pre-trip inspection.
3. Field trips will not be taken on flex (or Staff Development days) days unless it is a required competition.
4. Any trips taken should have a tentative date on the school calendar by September 15.
5. All field trips should be of an educational nature.
6. All field trips should be approved by all principals who will be affected by the trip.
7. A trip agenda will be attached to the field trip form.

Policies for students: Pupils taking school trips must have been in school the day prior to the trip unless they have been excused by the principal and have been granted permission to make the trip by the principal. Field trips must be scheduled one week in advance in order that a bus and driver can be obtained. Except in unusual circumstances, field trips will not be allowed the last month of school. A student list will be checked by teachers for students who should not go due to behavior, attendance or academic issues.

The school will have full authority over all pupils who represent it or accompany representative groups on all field trips, athletics trips, or any other trips in which school personnel are involved. All rules of safety and good conduct are to be observed.

Pupils riding the school buses on any of the above trips will be expected to return on the buses. Students may return with parents after the parents have notified the teacher in charge. Only in emergencies will an exception be made, and then the person in charge must give his consent and assume the responsibility.

Students should not get on the bus without the permission of the driver and the person in charge, either before the trip begins or any time during the trip.

### **Overnight Trips Sponsored by the School**

Guidelines for overnight trips are as follows:

1. All school rules will be in effect from school through returning to school. Any different or special rules will be provided by the teacher or teachers sponsoring the trip.
2. The teacher or teachers sponsoring the trip will obtain approval from the administration at least two weeks in advance and will make all bus and bus driving arrangements.
3. The teacher or teachers sponsoring the trip will fill-out the bus form and seating chart for the trip.
4. The teacher scheduling the trip will provide an itinerary including rules for the trip, proper dress or attire, departure time, any list of activities while away, bed check time, approximate return time, and approximate cost of the trip for the student.
5. The overnight trip should be supervised by the sponsor or sponsors and by at least one adult sponsor/chaperone per ten students in order to properly supervise students and provide a safe trip. Teachers, coaches, or sponsors may request credible sponsors and/or adult chaperones to be assigned a room with students.
6. Students will only be allowed to travel home from an event with a parent/guardian if the parent/guardian has made personal contact with the sponsor/teacher.
7. All female luggages are subject to a check by a female sponsor or chaperone and all male luggages are subject to a check by a male sponsor or chaperone.
8. There will be no boys in the girl's rooms and no girls in the boy's room. Outsiders or students from other schools will not be allowed in any student's rooms at any time.
9. No student should have access to pay per view television (i.e. X-rated movies).
10. Any student taking medication of any kind must report this to the sponsor of the trip by means of providing written approval from a parent/guardian. The sponsor will not be required or allowed to administer medication to a student. The school or its sponsor will not be held responsible.
11. The school or its sponsors will not be held responsible for any personal injuries to any student during the trip.
12. The school or its sponsors will not be held responsible for any loss or damage of personal property.
13. In the event of an illness or a family emergency which would require the student to be sent home, it will be the responsibility of the parent/guardian to make the arrangements.
14. In the event that a student on the trip is guilty of violating school policy or trip rules to the extent of being sent home, the parent/guardian will be notified and will be responsible to make the arrangements. Also, the student may be punished according to school policy and may forfeit future trips sponsored by the school.
15. Curfew will be strictly enforced.

16. Prior to leaving the hotel/motel, each room will be inspected by the sponsors and/or chaperones. Students will be responsible for the condition of their rooms or for any missing or damaged items.
17. After returning, all students, sponsors, and/or chaperones are to inspect and clean the bus of litter.
18. If any bus driver and/or administrator is assigned to attend the overnight trip, it may (if money is available) be the responsibility of the club or organization to provide the expenses for lodging, travel, and meals for the person assigned to the trip.
19. The administration, coach, and/or sponsor reserves the right to deny the participation of any student on any overnight trip based upon a record of inappropriate behavior and/or poor academic/attendance pattern.

### **Out-of-district Pupils**

Out-of-district pupils may be enrolled according to the following guidelines:

1. The Westside District participates in Freedom of Choice regarding student enrollment.
2. No student who has been expelled from another school or who has been a discipline problem may enroll in any school in this district.
3. Any transfer of students must be made through the legal process and must be agreeable to both the resident and serving school district.
4. Students from non-accredited high schools may submit their school records for evaluation. If a current norm-referenced achievement test has been taken, the student will submit a copy of the score report. If the test has not been taken, the student will be required to take, at his own expense, the current State-approved test.

### **Late Entrance**

Any pupil who enrolls in a Westside school after the first scheduled day of school and has not been enrolled in another district during the current school year is subject to all state and local attendance guidelines and procedures.

### **TABE Testing for GED (Adult Education)**

Westside High School does not administer the Test of Adult Basic Education (TABE) exam to students who are not legally registered as students. See the School Counselor for this information.

### **Senior Check-out Procedure before Graduation**

Seniors will not be released from school attendance prior to graduation until the following conditions are met:

- Grades for all classes are complete. No exemption or release from class time will be allowed if students have not completed all assignments for a course or accepted a zero for that work.
- All assigned textbooks have been cleared by the teacher and chromebook/charger returned

- All library materials have been returned and any fines paid.
- All charges in the cafeteria, clubs, organizations, events are cleared.
- Lockers have been emptied.

Teachers will sign off on the seniors' checklist which will be given to them on the Monday of their last week of school. Seniors will get a signature from each classroom teacher, the Librarian, the Manager in the cafeteria, and the Senior High Guidance Counselor for clearance on fines, books, and lockers. This is to be turned into the office before check out.

Students will be at school every day until the checklist has been completed. When a completed check out list is turned in, the cap and gown will be distributed and students are free to leave school.

### **Academic Requirements**

[Westside High School Course Catalog 2020-2021 Link:](#)

- Print copy of the Westside High School Course Catalog can be provided by the school counselor if requested

### **Information Related to Academic Issues**

#### **Homework Policy (ASBA 5.14)**

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

The purpose of homework assignments is to help students gain understanding and proficiency in the subject area in which the assignments are made. It is unacceptable to not do homework.

#### **Concurrent Credit**

Requirements for concurrent credit

- Recommendation from a previous high school teacher in the subject
- Minimum GPA of 3.0
- Required ACT score for admission
- Status of good standing from their school counselor

- Approval by a committee consisting of: school administrators, school counselors, and teachers

Any ninth through twelfth grade student who successfully completes any college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward graduation and those grades will be used to calculate GPA for students. The value of concurrent credit is 1 unit of high school credit for each 3 hour course taken at a college or university. A three hour remedial/developmental education course shall be the equivalent of ½ unit of credit for a high school career focus elective. A remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Transfer students will retain credit applied toward graduation requirements from a previously attended, accredited school.

The cost of higher education courses taken for concurrent credit is the responsibility of the student. It is recommended that students not enroll in concurrent courses before their senior year.

### **Vocational Completers in Workforce Education Programs**

Westside High School students may graduate as a vocational program completer in any of the four vocational programs offered, which are Business Technology, Family and Consumer Science, JROTC, or Agriculture. Students who attend Northeast Arkansas Career and Technical Center (NEACTC or Vo-Tech) may also obtain completer status. To be a Completer, the student must complete the core foundation courses plus two (2) additional credits in their chosen program. Vocational Completers are recognized at the Graduation Workplace Program and at Graduation.

### **Foreign Exchange Students.**

Foreign exchange students will not be awarded a high school diploma from Westside High School

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

### **State Mandated Requirements**

Class of 2018 and beyond must take an online or blended learning course in order to graduate. A blended learning course is a class that is a combination of traditional class instruction and online assignments.

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

The Department of Education requires that all students earn a credit in the following classes to receive a high school diploma.

English	4 units
Math	4 units
Social Studies	3 units, which must include civics/economics, world history, and US History
Science	3 units, one must be biology
Physical Education	½ unit
Health/Safety Education	½ unit
Fine Arts	½ unit
Oral Communications	½ unit
Electives	6 units with a career focus

Students with an IEP will be subject to the guidelines laid out in the IEP.

### **Westside High School Graduation Requirements**

The school board of Westside Consolidated Schools recognizes four curriculum plans for completing graduation requirements at Westside High School. Students must choose the plan they intend to follow. Presently students must earn 24 credits to graduate, with 22 of those being academic credits. Students must have 8 consecutive semesters of English in order to graduate. Students who do not meet the requirements to graduate, by the date of graduation, will not be allowed to walk in the graduation ceremonies.

### **Plan 1—Smart Core Curriculum**

This is the default curriculum path for all students who plan to attend college or another form of higher education. Unless a student has a Smart Core Waiver signed by a parent or guardian in their cumulative file, they will participate in the Smart Core Curriculum.

Twenty-four (24) credits are needed to complete graduation requirements under the Smart Core Curriculum plan. The students must earn credits in the following classes.

English	4 units
Mathematics	4 units Algebra I or Algebra A & B (Grades 7-8 or 8-9) Geometry, Algebra II Fourth Math Choice of: Algebra III, Pre-Calculus, Trigonometry, Advanced Placement Calculus or Computer Science other advanced math course which has been approved by the ADE. (Comparable concurrent credit college courses may be substituted where applicable.)
Natural Science	3 units with lab experience chosen from: Physical Science Biology or Applied Biology/Chemistry Computer Science Chemistry Physics
Social Studies	3 units Civics – ½ unit Economics – ½ unit World History – 1 unit U.S. History – 1 unit
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	½ unit
Career Focus	6 units

Electives	2 units (which may be academic or activity)
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All career focus unit requirements shall be established through guidance and counseling based on the student’s work aspirations. Selection of these courses will conform to the curriculum policy of the district and reflect state curriculum frameworks regarding course sequencing and career course concentrations where appropriate.

There are some distinctions made between Smart Core Units and graduation units. For example, Algebra A and Algebra B earn 2 graduation units; however, these two courses are awarded 1 Smart Core unit, as they represent 1 level of math. Not all graduation units apply to completion of the Smart Core program.

**Plan 2—Core Curriculum**

This is the general education path. Parents must sign a Smart Core Waiver form for students to choose this course of study to complete high school. This plan is not recommended for any student who is planning any form of higher education.

Twenty-four (24) credits are needed to complete graduation requirements under the Core Curriculum plan. The students must earn credits in the following classes.

English	4 units
Mathematics	4 units Algebra I or its equivalent Geometry All math must build on the base of algebra and geometry knowledge and skills. A two-year algebra equivalent may each be counted as two units of the four (4) unit requirement.
Science	3 units at least one unit of Biology at least one unit of a physical science
Social Studies	3 units Civics – ½ unit Economics – ½ unit World History – 1 unit U.S. History – 1 unit
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit



Fine Arts	½ unit
Career Focus	6 units
Electives	2 units (which may be academic or activity)

**4.45—Smart core curriculum and graduation requirements**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student’s permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the [Alternate Pathway to Graduation](#) when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district’s graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:<sup>4</sup>

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

### GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Please see the differences between the SMART Core and Core Curriculum listed below:

SMART CORE: Sixteen (16) units

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

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

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

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

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

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

One unit of Biology; and either:

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

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

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

Note: While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>9</sup>

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

English: four (4) units – 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half ( $\frac{1}{2}$ ) unit

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

Note: While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>9</sup>

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Cross References:

4.55—STUDENT PROMOTION AND RETENTION

5.11—DIGITAL LEARNING COURSES

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT

Legal References:

Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3  
 DESE Guidelines for the Development of Smart Core Curriculum Policy  
 DESE Rules Governing Distance and Digital Learning  
 Smart Core Information Sheet  
 Smart Core Waiver Form  
 Commissioner’s Memo LS-18-082  
 A.C.A. § 6-4-302  
 A.C.A. § 6-16-122  
 A.C.A. § 6-16-143  
 A.C.A. § 6-16-149  
 A.C.A. § 6-16-150  
 A.C.A. § 6-16-1406  
 A.C.A. § 6-18-107

**Graduation Check Sheet**

The [Graduation Check Sheet](#) can be found in the forms section at the end of the handbook.

**Plan 3—Academic Honors Curriculum**

**The Honors Program** is a rigorous program planned to challenge and prepare students for college work. Any student who wants to be an Honor Graduate or Valedictorian or Salutatorian of the graduating class must complete work in this path. This path includes all SMART Core requirements plus additional rigorous courses.

All students who wish to be designated as an Honor Graduate must follow this plan. This program is a strenuous, demanding academic plan. Only serious, dedicated students should choose to follow this program. Teachers who lead these classes are expected to set high standards for work done by these students. Students who opt to follow the Academic Honors program must take the following courses:

English	4 units Pre-AP in 10 <sup>th</sup> grade AP Language 11 <sup>th</sup> grade AP Literature 12 <sup>th</sup> grade (Honor graduates may substitute College Comp I/II for AP Literature during their 12th grade year, unless the student is working towards valedictorian or salutatorian status.)
Mathematics	4 units with the lowest level accepted being Algebra I

Natural Science	3 units with lab experience, one of which must be Pre AP Biology
Social Studies	3 units
Foreign Language	2 units of the same foreign language
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	1 unit
Computer Technology	1 unit
Career Focus	6 units
Electives	4 ½ units

Students who choose this plan for graduation must take at least three full year credit Advanced Placement Courses. One of these must be an AP English class, or a college English course approved by the principal, during the senior year. It is important to note that if a student is working towards Valedictorian/Salutatorian status, the student must take an AP English Class during the senior year, because of the weighted credit. The student may also take a College English course at the same time for college concurrent credit. Presently, Westside High School offers the following AP classes and a variety of concurrent college courses through ASU Newport. This list of classes could change each year due to availability of the teacher and student requests for the class. Students who want to graduate with honors must take 3 AP and /or concurrent classes.

- AP U.S. History
- AP World History
- AP Biology
- AP Calculus
- AP English Language and Composition
- AP English Literature and Composition
- AP Programming (Computer Science)
- AP Principals (Computer Science)

Concurrent Courses Offered:

Composition I/II

College Algebra (online)

World Literature (concurrent credit can be obtained through the AP Literature course)

Introduction to College Psychology

In addition to the concurrent courses that are taught on the WHS campus, the Northeast Arkansas Career and Tech Center offers additional concurrent opportunities.

#### **Plan 4—IEP Curriculum/Graduates**

Students who are identified through the special education program will complete graduation requirements as indicated through Individual Education Plans (IEP) established during programming conferences.

Students who have need for special education services are identified through an IEP. At conferences with parents, special education teachers, and the special education designee, the particular needs of those students are addressed. Placement in general education classes is done whenever possible, and a trained special education teacher is assigned into these inclusion classes when the need is identified. For students whose IEP indicates need for more direct special education instruction, pull out classes in literacy and math are provided with teachers who have special training to deal with special needs students. Westside also provides self-contained programs for those students who are identified with more serious educational needs. Pull-out special education classes, inclusion classes and self-contained classes receive the same credit as general education courses. Graduation paths are planned by the special education designee in conference with the parent of the student.

#### **Academic Credits/Activity Credits**

Academic credit is awarded for any successfully passed course which has an ADE approved course content guide. This includes core classes, vocational classes, and any course for which Westside High School has a course approval. These courses have state approved course code numbers.

Activity credits of  $\frac{1}{2}$  unit per semester are given for athletics, student council class, and physical education above 1 unit allowed by law. These credits can count above the 22 credits required by the state.

No credit is given for study hall, library aides, office aides, or repeated classes in which a student has a passing grade. Students cannot get double credits for activities embedded in another course which is yielding credits. An example would be members of the flag team receive credit for participating in band, so no activity credit is awarded for flag team performance.

Contact the counselor for more details.



**Arkansas Academic Challenge Scholarship (link added for online copy)**

[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjJg-yN5P\\_LAhUY1mMKHX0IAF4QFggcMAA&url=http%3A%2F%2Fscholarships.adhe.edu%2F&usq=AFQjCNHtSieVTt1D-ARhKPI1gNmhta0Jvg&sig2=qomIB52kCvI\\_OGSmkAXD1A](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjJg-yN5P_LAhUY1mMKHX0IAF4QFggcMAA&url=http%3A%2F%2Fscholarships.adhe.edu%2F&usq=AFQjCNHtSieVTt1D-ARhKPI1gNmhta0Jvg&sig2=qomIB52kCvI_OGSmkAXD1A)

The Arkansas Academic Challenge Scholarship is sponsored and funded the Arkansas Department of Higher Education. It is provided to all Arkansas high school graduates attending an Arkansas college or university (as long a funding is available) who have met the criteria established by the ADE. Presently, any student with a 19 composite ACT score is eligible to apply for this scholarship.

## **Enrollment Policies**

### **Selection of Graduation Plan**

All students are required to participate in the Smart Core Curriculum unless their parent or guardian signs a Smart Core Waiver Form allowing them to participate in the Core Plan. Those students not participating in the Smart Core Program must meet all requirements of the Core Curriculum program or the requirements of a personal IEP to earn a high school diploma. The signed Smart Core Waiver Form shall become a part of student's permanent record and will be placed in the cumulative file. The Informed Consent Forms or Smart Core Waiver Form is required to be signed prior to enrollment in the 8<sup>th</sup> grade, or when a new student enrolls in the district from the 7<sup>th</sup> to 12<sup>th</sup> grade. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admissions to certain colleges. Students initially choosing the Core Curriculum may subsequently change to the Smart Core providing they would be able to complete the course of study by the end of their senior year. Students wishing to change to a different curriculum plan must consult with their counselor to determine the feasibility of this change.

This policy, the Smart Core Curriculum and the courses necessary for graduation shall be reviewed by staff, students and parents at least every other year to determine if changes need to be made to better serve the educational needs of the district's students. This is done during the scheduling conference with the counselor in the Spring prior to the next school year. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to the Smart Core curriculum and district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each program. This may be accomplished through any or all of the following means.

- Inclusion in student handbooks of the Smart Core Curriculum and graduation requirements.
- Discussion of Smart Core Curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or meetings held specifically for the purpose of informing the public of this matter.
- Discussion held by the school's counselors with students and their parents.
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation, all employees required to be certified as a condition of their employment shall receive training regarding this policy so they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

### **Enrollment in Advanced Placement and Pre Advanced Placement Courses**

9th and 10th grade students who accept enrollment into Pre AP courses must be committed to the work and responsibility that comes with each course. Pre AP courses may include summer assignments which must be completed before the beginning of the school year. If a student has signed up to take a Pre AP course but does not complete the assigned summer work by the due date, he or she may be dropped from the Pre AP course.

Students who accept placement into AP level courses should be aware of the significant time commitment that they are making. They should be aware they are choosing classes taught at the college level. Students should not over-commit to part-time jobs, and they should balance extracurricular activities and other obligations and responsibilities with time necessary to prepare for the advanced level coursework. Students who must work many hours each week in part-time jobs or who have many other time commitments should seriously consider enrolling in general education courses.

### **Enrollment in Air Force Junior ROTC for P.E. and Health Credit**

Air Force Junior ROTC I may be taken to count as the ½ P.E. credit (1<sup>st</sup> semester) and ½ Health credit (2<sup>nd</sup> semester) required for graduation.

### **Class Load Enrollment**

All students will be placed on up to eight attendance rosters each semester. Over the four years in high school, they must take enough academic courses to reach the 22 required by the state for graduation and 2 additional credits required by the school board of Westside Consolidated Schools for a total of 24 credits.

### **Withdrawal from Classes**

Student requests for course to course changes or additions or withdrawal from scheduled classes will only be considered during the first five (5) days of each semester for 10th, 11th, and 12th grade students. Early schedule changes may occur before the beginning of the fall semester at the counselors' discretion. Students will be notified of the early time period for schedule changes. Students will only be allowed 1 scheduling change request per semester. If additional changes are needed, the principal must approve the scheduling request.

Schedule changes will not be allowed for 8th or 9th grade students. If a change is needed for competitive activity purposes, such as athletics, band, choir, AFJROTC, or FFA, the student must contact their school counselor during the first five (5) days of the semester.

### **Withdrawal from AP classes**

Movement from an AP course to a general education class is not always possible due to other scheduled courses. With this in mind, we hesitate to make schedule changes to remove students from Pre-AP and AP classes.

### **Enrollment in P.E. for Credit**

Students must take  $\frac{1}{2}$  unit of physical education as part of graduation requirements. One (1) unit of P.E. credit can be applied toward filling the necessary units to graduate. This may include P.E. credit earned in AFJROTC. Any other enrollment in P.E. classes will produce an activity credit. Band, athletics, or choir will not be substituted for physical education. Fitness class will count as activity credit if the P.E. has already been earned.

All students are expected to take P.E.. If a student has a disability that makes taking physical education difficult, he/she may have a 504 plan developed, which will allow the required P.E. credit to be earned in an accommodated P.E. class.

### **Enrollment in Credit Recovery Programs**

Westside High School will accept correspondence work from an accredited school. Credit from all credit recovery classes taught at Westside High School will be accepted. The school also accepts all concurrent college/high school courses passed by students to count toward the total number of credits needed for graduation. Each three hour semester course from an accredited college or university will count as  $\frac{1}{2}$  academic credit.

If a student is lacking the proper number of credits to graduate, school administration will look at all options to catch the student up. These options may include retaking the class online, summer school, and/or enrollment at SUCCESS for credit recovery. This decision will be made by administration on a case by case basis.

Transcripts from other schools must be provided for these grades to be posted to a student's transcript.

## **Grades and Reporting**

## Grading Scale

Westside schools use the state mandated grading scale. (Act 576 of 1993)

The letters A, B, C, D, and F are used in reporting and recording grades. They have the following literal meaning:

No credit is awarded for an F recorded at semester.

## **Grade Point Averages and Scales**

Students at Westside High School have two separate Grade Point Averages (GPAs) and two separate rankings among their classmates. Both of these are printed on student transcripts.

Grading Scale	Regular	AP Courses	
A = 90 to 100	4.0	5.0	Superior
B = 80 to 89	3.0	4.0	Above average
C = 70 to 79	2.0	3.0	Average
D = 60 to 69	1.0	2.0	Below Average
F = 59 to 0	0.0 No credit awarded	0.0 No credit awarded	Failure to achieve minimum requirements

All academic courses receive  $\frac{1}{2}$  credit per semester. College courses taken for concurrent credit are 1 full credit each semester.

In order to receive the weighted credit for AP level courses, students must take the appropriate AP exam. Weighting will be reduced to the 4.0 scale on the final transcript for students who do not take the AP Exam. Teachers who teach AP courses are properly trained.

Westside High School will award weighted credit only to AP, IB, and other approved ADE Advanced course regardless of weighting applied to other courses that students may transfer.

## **Computing Grade-Point Averages**

Grade Point Averages (GPAs) will be calculations will be carried out four (4) places past the decimal and will be rounded to three (3) places. If the 4<sup>th</sup> place past the decimal is 5 or greater, the GPA will be rounded up at the 3<sup>rd</sup> place past the decimal. If it is less than 5, the place number will be dropped.

## **Grading and Reporting**

Report cards will be issued at the end of each nine-week period in the school year. The grades at the end of the first semester and at the end of the school year will become part of the

student's permanent record. The grades at the end of the first and third quarters are in the nature of progress reports only and do not become a part of the permanent school record.

During the fifth week of the grading period, progress reports will be sent home with the student. Parent/Teacher conferences will be scheduled throughout the year to meet the state requirements.

In addition to report cards issued to parents/guardians at the end of each nine-week period, parent/teacher conferences are scheduled at the end of the first nine-weeks and at the middle of the third nine-weeks grading periods. These conferences are very productive, and all parents are urged to participate. The school will document parent/guardian participation and nonparticipation in the required conferences. Additional conference may be scheduled at the request of the parents. They must contact the counselor or principal to set up an appointment time.

Grades assigned to the student's performance in a course shall reflect the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives, such as those contained in the learner outcomes and curriculum frameworks approved by the state may also be given.

### **Retention in Grade 8 (Failing grades and attendance)**

Eighth grade (8<sup>th</sup>) students who fail to make satisfactory progress and receive failing grades in the core courses (English, Math, History, and Science) may be retained under the following conditions:

- A student failing two core courses will be evaluated by a committee made up of all 8<sup>th</sup> grade teachers, his counselor and an administrator. The committee will recommend retention or promotion to 9<sup>th</sup> grade, based on their evaluation of the student's readiness to pass high school coursework.
- A student fails three or more core classes will be retained in the 8<sup>th</sup> grade for the following school year.
- Failure of other academic subjects will also be considered.
- The attendance policy, as it relates to loss of credit, will be considered for each individual class.

## **Honors and Recognition**

### **Honor Roll**

The Honor Roll is announced each nine weeks. Only academic subjects are considered in the determination of the Honor Roll. To be placed on the Honor Roll, a student must make all A's or a combination of A's and B's.

### **Selection of Honor Graduates, Valedictorians and Salutatorians**

To be named an Honor Graduate at Westside High School, a student must maintain a GPA of 3.5 or higher each semester in grades 9-12. This GPA will take into account all academic course work for which credits toward graduation were awarded. The student must have completed all requirements listed in the Honors Program Curriculum.

Valedictorian will be the person who has the highest GPA based on the 5.0 scale among the honors curriculum courses. The salutatorian will be the person having the second highest GPA based on the 5.0 scale among the honors curriculum courses. No student who has a grade less than a C on the transcript will be designated as an Honor Graduate from Westside High School.

These-GPAs must be maintained through the 8<sup>th</sup> semester. In the event of a tie in the GPA, there will be more than one valedictorian and/or salutatorian. All honor graduates, valedictorians and salutatorians will be recognized at the Commencement ceremony. When students move into the District, a committee will decide if the coursework they transfer into our district with, meets the criteria to allow them to graduate as an Honor Graduate.

The following distinctions will be recognized for the honor graduates:

Valedictorian-- will be the person who has the highest GPA based on the 5.0 scale among the honors curriculum courses.

Salutatorian-- will be the person having the second highest GPA based on the 5.0 scale among the honors curriculum courses.

Summa Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 4.10(not to be rounded off). This designation will be represented by a double gold honor cord at graduation.

Magna Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 3.90(not to be rounded off) and a maximum of 4.09. The class rank for these students will be determined based on the number of students earning the distinction of Summa Cum Laude and be ordered based on their earned GPA. This designation will be represented by a double grey (silver) honor cord at graduation.

Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 3.50(not to be rounded off) and a maximum of 3.89. The class rank for these students will be determined based on their earned GPA. Class rank for all graduates not earning the distinction of honor graduate will be ordered based on their earned GPA. This designation will be represented by a double black honor cord at graduation.

In the event of a tie in the GPA, there will be more than one Valedictorian and/or Salutatorian.

All Honor Graduates, Valedictorians, & Salutatorians will be recognized at the Commencement Ceremony. When students move into the District, a Committee will decide if the coursework they transfer into our District meets the criteria to allow them to graduate as an Honor Graduate.

### **Testing**

Semester test will be given each semester.

## **Westside High School Semester Test Exemption Policy**

The semester test will be a comprehensive survey of the semester work and will be given at the appointed time. The test will count 1/5 of the semester grade. Make-up tests missed because of illness will be given the day the student returns to school as a general rule. Extenuating circumstances will be submitted to the principal whose decision is final. Requests to take semester tests other than at scheduled times will not be granted without administrative approval.

The following policy was approved for spring semester testing only at the Westside High School:

- Exemptions will be based on grades, attendance and discipline record.
  - A student with an “A” average may have no more than three (3) absences for the semester in their Blocks 1, 2, and 3 classes.
  - A student with an “A” average may have no more than five (5) absences for the semester for their Blocks 4 and 5 classes.
  
  - A student with a “B” average may have no more than two (2) absences for the semester in their Blocks 1, 2, and 3 classes.
  - A student with a “B” average may have no more than four (4) absences for the semester for their Blocks 4 and 5 classes.
  
  - A student with a “C” average may have no more than one (1) absence for the semester in their Blocks 1, 2, and 3 classes.
  - A student with a “C” average may have no more than three (3) absences for the semester for their Blocks 4 and 5 classes.
  
- Students will be exempt from spring semester tests only.
  - At the discretion of the building principal, students will not be required to take the spring semester exams if the approval of the administrator is met.
- Unexcused absences, on a class-by-class basis, will count toward a student’s total number of days absent for exemption.
  - School functions such as athletic trips and field trips will not count towards the number of days towards exemption.

- Official college visits that are documented with the attendance clerk will not count towards the number of days towards exemption.
- Absences that are considered excused by administration will not count towards the number of days towards exemption.
  - Only 2school nurse excuses will count as excused absences towards the exemption policy.
- Absences will be determined in each of the students' individual classes.
- A student who has received the following discipline referrals during the spring semester will still be allowed to be exempt from semester test.
  - 3 days of after school detention
  - 1 days of ISS
- A student who receives any number of days OSS or any placement at SUCCESS will not be eligible for exemption from semester tests.
- A student who has a zero on any assignment in a class during the second semester will not be exempt from the semester test in that class.
- Students who qualify for exemptions but choose to take semester tests in an attempt to raise their semester grade, cannot have their grade lowered by the test.
- All teachers will participate in the exemption program.
- All semester tests will count one-fifth (1/5) of the grade.
- Students must return all school issued material in order to be exempt.
- Students who are not exempt must turn their books in before they are allowed to take their semester exams.
- The Advanced Placement Program requires all AP students will take the AP exam in the place of the second semester exam. (no exemption from AP tests will be allowed)(does not count 1/5 of the grade).
- All Virtual Arkansas classes must take semester test (no exemptions allowed)
- 8th grade academic core classes, plus any course they receive high school credit for, must give a semester exam. Rotation classes are not required to give a semester exam. 8th grade students will be able to be exempt from the test if they meet the criteria.

### **Advanced Placement (AP) Exams**

All students enrolled in AP courses are expected to take the AP exams at the end of the year. If a student fails to take the exam, he/she will not receive weighted credit for the course.

### **State Mandated Testing and Academic Improvement Plan**

Students who score below proficient on state exam will have an academic improvement plan (AIP) developed for the next school year. This plan will detail specific instructional strategies to be used in a remediation program. The amount of time spent in remediation will be determined on a case-by-case basis.





**Westside Middle School  
2020-2021  
Handbook Policies**

**1800 Highway 91 West**  
**Jonesboro, AR 72404**  
**Telephone: 870.935.7501**  
**Fax: 870.268.1157**

## Administrative Personnel

Michael Allen--Principal  
[mallen@westsideschools.org](mailto:mallen@westsideschools.org)

Carmen Davidson--Administrative Assistant  
[cdavidson@westsideschools.org](mailto:cdavidson@westsideschools.org)

Michelle Templeton--Registrar  
[mtempleton@westsideschools.org](mailto:mtempleton@westsideschools.org)

Kelly Rider--Middle School School Counselor(Grades 5-7)  
[krider@westsideschools.org](mailto:krider@westsideschools.org)

Pam Dooley--Director of Curriculum and Federal Programs  
[pdooley@westsideschools.org](mailto:pdooley@westsideschools.org)

## Grading and Reporting

The letters A, B, C, D, and F are used in the recording and reporting of grades.

90-100	A	Superior Work
80 - 89	B	Above Average Work
70 - 79	C	Average work
60 - 69	D	Below Average Work
Below 60	F	Failure to achieve the minimum requirement for passing. No credit is given for a F

To help parents monitor their student's progress, teachers will update eSchool approximately every two weeks. Additionally, a printed grade report will be sent home during the fifth (5<sup>th</sup>) week of each grading period.

Official quarterly grade reports are issued to parents at the end of each quarter. Student led conferences (SLC) are scheduled once in the fall semester and once in the spring semester. These conferences are very productive, and all parents are urged to participate. The school will document parent participation or nonparticipation in the required conferences. Additional conferences may be scheduled at the request of the parents. Parents must contact the office or teacher to set up an appointment time. Teachers shall contact the parents of each student at least once a semester through a parent teacher conference, telephone conference, email or home visit.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may be given.

### Promotion/Retention/Course Credit

Student's final grades for the year are calculated by adding the first (1<sup>st</sup>) semester average to the second (2<sup>nd</sup>) semester average and dividing by two. These final grades are the grades considered for promotion or retention. Students who fail only one (1) core academic class are promoted. Students who fail two (2) core academic classes will have their academic record examined by a Retention Committee, chosen by the principal, to determine whether sufficient

academic progress has been made. Students who fail three (3) or more core academic classes shall be retained.

Promotion or retention of students shall be primarily based on the Retention Committee's decision. The Retention Committee should be comprised of the teacher(s), parent(s), counselor, administration, and other necessary staff. If there is doubt concerning the promotion or retention of a student, a conference with the parents, teacher(s), necessary staff, and principal will be held. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Grade level Academic Improvement Plans (AIP) shall be developed for students who do not score proficient or above on the previous year's state assessment. Each AIP will be developed by school personnel to assist the student in attaining the expected achievement level. The AIP will also state the parent's role as well as the consequences for the student's failure to participate in the plan. Students who do not participate in the remediation plan will be retained. (Ark. Ann. Code 15-2003)

### **Honor Students**

At Westside Middle School, grades in all classes will determine students who qualify as honor students. The following categories will be used to recognize honor students at WMS:

- Principal's List: all A's.
- Honor Roll: all A's and B's.

### **Homework Buddies**

Each grade level provides parents the opportunity to receive a daily email detailing required homework assignments. If a parent wishes to receive this email, they are asked to provide an email address to the homeroom teacher.

### **Middle School Rules of Conduct**

These policies and regulations apply to any student who is on or off school property, in attendance at school, or at any school sponsored activity, or off campus event. When a student's behavior is so offensive that he must be disciplined by the administration, the incident of his misconduct is noted in his file.

**Minimum consequence will be a student/teacher conference; maximum consequence will be recommendation for expulsion.**

The administrator may choose a more severe penalty at any time based on the student's past disciplinary record.

Under special circumstances, the administrator and/or school personnel may grant students privileges such as a pajama pass, tech pass, hat pass, etc.

## **OTHER MIDDLE SCHOOL POLICIES AND PROCEDURES**

### **Social Gathering Attendance Rules**

- Social gatherings are for students in grades 5-7 only. ( The last dance is an exception to this rule which allows for the 4th grade Westside students to attend.)
- No dates allowed from outside schools.
- Students who do not follow school policies at social gatherings may lose their right to attend future social gatherings.
- Students who are in in-school or out-of-school suspension may not attend.
- Because social gatherings are school activities, appropriate attire to fit the event is expected, and the school dress code will be enforced
- In order for a student to attend a social gathering, he/she must attend school on that day for at least 3.5 hours. If the student is absent any part of that day, but brings 3rd party documentation, attendance will be allowed.
- Dancing must be appropriate. Lewd and lascivious dancing will result in a student being asked to leave the event. Front to back dancing will not be allowed. Student may not receive refund.

### **Consequences**

If any of the above rules are violated:

1. Student or students may be asked to leave without refund.
2. Student or students may not be allowed to attend any future social gatherings.
3. Student or students could face further disciplinary action as deemed appropriate by the administration.

### **Lockers**

Lockers are for a student's personal use. Each locker should be kept orderly at all times and contain only materials appropriate for school. A search of a student's locker may be conducted if there is reasonable suspicion that a controlled substance, weapon, or other prohibited item is present.

*Legal Reference:*                      *A.C.A § 6-21-608*

### **Locker Rules**

- Locker rules apply to gym lockers and hallway lockers.
- Students are required to have locks on all school lockers.
- The school continues to retain ownership and the right to inspect and reclaim the locker at any time.
- Students are responsible for keeping locks locked.

- Locker rental fee is \$5.00 per year. If a student owes library fines, book fines, lunch charges, or other fees to Westside Schools, he will not be allowed to rent a locker until these fees are paid. Athletic lockers will be provided by the coach.
- Students may only use school issued locks.
- Students should not take locks home. There is a \$5.00 lock replacement fee if a student loses a lock.
- Students will be allowed to go to their assigned locker when the first bell rings in the morning, between class periods, and at the end of the day or at teacher's discretion.
- Decoration of lockers must be school approved.
- Use only magnetic or freestanding locker organizers.
- If damage is done to the locker, the student will assume responsibility for the repairs.
- Backpacks, book bags, purses (unless medically necessary), and electronic devices must be left in lockers.
- Lockers will contain only their renter's items.
- Students are not to share their locker combination with other students.

### **Hall Traffic**

- Running is not permitted in the halls at anytime.
- Students should keep to the right and walk briskly to class.
- Lines that form at the drinking fountain should not block hallway traffic.
- Attempting to trip or harm someone in the hallway is prohibited.

### **Library**

- The library will be open from 7:45 a.m. to 3:15 p.m.
- Without special permission, only one (1) book at a time may be checked out.
- Books will be checked out for one (1) week. Books are to be returned or rechecked when due.
- To come to the library during class time a student must have the classroom teacher's permission.
- Good citizenship is required at all times. Disruptive students will lose their library privileges.
- All damaged or lost books or electronics must be paid for as soon as possible so that a replacement can be purchased. Any unpaid library charges will be carried forward each year, until paid.

### **Computers**

Westside Middle School has computers available for student use. All students must follow the directions of the teacher at all times. All students will adhere to the Student Computer Use Agreement that is in the back of the student handbook.

Use of district computers is for educational and/or instructional purposes only. It is the policy of the school district to equip each computer with internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted internet

access until a computer-use agreement, signed by both the student and the parent is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised there is not any privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district owned computers or internet access in any way, including using computers except as directed or assigned by staff or teachers; using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

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

*Legal References:*                    A.C.A. § 6-21-107  
  A.C.A. § 6-21-111

### **Pledge of Allegiance**

The Pledge of Allegiance will be recited at the beginning of the school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart. Students choosing not to recite the pledge shall not be disruptive nor shall they be subjected to any comments, retaliation, or disciplinary action.

### **Check-Out Procedures**

All visitors must report to the office when checking out students from school. Unless noted on the official check-out form on file in the office, school officials must be notified in writing before someone other than the parent will be allowed to pick up students. School officials must also be notified in writing when a student is to ride the bus home with another student.

An announcement over the intercom is an interruption to the educational process for all students. Therefore, we ask that you not pick up your child from school early unless it is an emergent situation that warrants early pickup. If an emergent situation should arise and you feel it necessary to pick up a student before dismissal time, the parent or other pre-approved person(s) must report to the office to sign the student out through the Hall Pass system. This person will be required to show a photo ID. If a student returns to school before the end of the school day they must be signed back in at the office before going to class. Students absent eight (8) minutes or more in a period will be counted absent for that period.

### **Fines/Charges**

Any monies (book fines, textbook fees, charges, fundraisers, lunch charges, etc.) owed to the Westside Middle School this year, or any unpaid fees from prior years, must be paid by the last

calendar day of the school year. Any unpaid debt will be forwarded to the high school campus with the student records.

### **Special Deliveries**

Because of safety issues and to prevent disruption problems, special deliveries will not be accepted.

### **Field Trips**

Field trips are a privilege. A student will not be allowed to attend field trips if he is currently serving a suspension. Once time is served, the student will be allowed to participate in another field trip. For students who have discipline referrals, the principal will determine the student's eligibility to attend a field trip. Student behavior will be monitored and all school rules and procedures will remain in effect during the field trip.

### **Assemblies**

Assemblies are a significant part of the student's education. They are designed to enrich school spirit, give students experience in participating in programs that bring information to students, and present important school and civic matters to students.

Student behavior will be monitored and all school rules and procedures will remain in effect during assemblies. Disruptive students may lose the privilege to attend assemblies.

### **Extracurricular Activity Eligibility**

Students who represent Westside Middle School in any activity shall meet all minimum requirements as established by the Arkansas Activities Association and Arkansas law. Extracurricular activities and non-instructional activities shall be limited and planned so as not to interrupt instructional time. Students must be present at least 3.5 hours (half a day) to be allowed to participate in extracurricular activities on that day. Extracurricular activities may be suspended, at the discretion of the principal, for disciplinary reasons.

### **School Sponsored Activities**

The absence of any student or group of students required for school sponsored activities must be approved by the principal. A student participating in a school sponsored activity will not be marked absent for any classes missed due to his participation in this activity. Student behavior will be monitored and all school rules and procedures will remain in effect during any school sponsored activity. Any student placed on in school suspension or out of school suspension is prohibited from being in any school building, on any school campus, or attending any school activity during the date(s) of suspension.

Legal References: A.C.A. § 6-18-507

### **Absences**



Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. In recognition of the needs for students to attend school, the district's policy governing student absences at the middle school is as follows:

- Students shall not have unexcused absences, as defined in the policy, more than 20 days per year without third party documentation.
- When a student reaches 5 and 10 absences for the year, his parent, guardian, or person in loco parentis shall be notified of the student's absences for the year. Notification shall be sent by regular mail with return address, no later than the following school day.
- If a student reaches 15 unexcused absences for the year, his parent, guardian, or person in loco parentis shall be notified of the student's absences for the year. Notification shall be made by telephone no later than the following school day.
- If a student exceeds 15 unexcused absences for the year, the WMS attendance committee may notify the prosecuting attorney and the parent, guardian, or person in loco parentis may be subject to a civil penalty by law.
- If a student reaches 20 or more unexcused absences, the WMS retention committee may choose to retain student into their current grade due to excessive absenteeism.

### **Persistent Discipline Referrals**

Whenever a student receives multiple discipline referrals to the office, the following guidelines will be used and the student(s) will lose certain privileges:

The Student:

1. cannot attend any activities or functions involving Westside, on or off campus,
2. cannot attend any school sponsored trips,
3. cannot attend any school social gatherings,
4. cannot belong or can no longer belong to any clubs or attend their activities,
5. cannot participate or can no longer participate on athletic teams, band, cheerleading, quiz bowl, or any other extracurricular activities,
6. cannot be or can no longer be a Class Officer.

Students with multiple discipline referrals will have meetings with the counselor and may be placed on a behavior plan/academic plan and may be placed at the SUCCESS academy.



**Westside Elementary School  
2020-2021  
Handbook Policies**

**1834 Highway 91 West  
Jonesboro, AR 72404  
Telephone: 870.935.7501  
Fax: 870.932.9832**

## Administrative Personnel

Kelli Murray--Principal  
[kmurray@westsideschools.org](mailto:kmurray@westsideschools.org)

Vicki Russell--Assistant Principal and Pre-K Director  
[vrussell@westsideschools.org](mailto:vrussell@westsideschools.org)

Pam Dooley--Director of Curriculum and Federal Programs  
[pdooley@westsideschools.org](mailto:pdooley@westsideschools.org)

Peggy Cline--(Administrative Assistant)  
[pcline@westsideschools.org](mailto:pcline@westsideschools.org)

Georgie Jones--(Registrar)  
[gejones@westsideschools.org](mailto:gejones@westsideschools.org)

Tammy Romines-- Counselor (K-1, Testing Coordinator)  
[tromines@westsideschools.org](mailto:tromines@westsideschools.org)

Amanda Etter--Counselor (2-4)  
[aetter@westsideschools.org](mailto:aetter@westsideschools.org)

To enroll a student in Kindergarten - Fourth you must have the following items:

- Proof of Residency
- Social Security Card
- Birth Certificate
- Updated Shot Record
- Physical

#### ARRIVAL

Students are expected to be on time for school each day.

**Arrival for drop off ..... 7:30 A.M.**  
**The parent/guardian of any student left unattended before drop off time will be called.**

**School start time .....8:00 A.M.**  
**Parent/guardian must park and walk the student into the building to be checked in by the office personnel if arriving after 8:00 A.M.**

Once students enter the building, they are to report to the cafeteria for breakfast or to the gym for morning meeting. **Parents are allowed to walk Kindergarten students to class the first two days of school.** After the first two days of school, parents are not allowed to enter the building without checking in with the office

**Parents can not eat breakfast with their students.**

No lunch visitors will be allowed in the Elementary School until October 5, Visitors must be listed on the student's information sheet in order to eat lunch and/or pick up students. This allows teachers and students time to get their routines and procedures perfected.

Before eating with your child, parents should check-in at the office to receive a hall pass. Lunch times will be included in a packet sent home with each child after school begins.

Parents/Guardians may only bring food for their child **only**, and they may **only eat with their child**. **Visitors may not have another student as a guest. Parents may not bring food for a group of students to eat at the back table. Parents/visitors can not sit at the table with the class.**

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited during the morning meeting of each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart. Students choosing not to recite the pledge shall not be disruptive, nor shall they be subjected to any comments, retaliation, or disciplinary action.

## **DISMISSAL**

- ***2:30 P.M. Front Doors Lock at the Elementary***
- ***3:05 P.M. Car Riders will be dismissed.***
- ***PK will need to enter and pick up students at the PK wing red doors that are at the North entrance in front of the building.***

**Each day at 2:30 the front doors to the Elementary school will be locked so that teachers are able to get the students organized for dismissal. There will be no check out of students until 3:05. This is when the car rider line will start.**

**Parents needing to pick up their students must stay in the car rider line or check them out before 2:30 which will result in ½ day absent as usual.**

The school day ends at 3:05 p.m. Car riders that are in grades K-1st will report to the hallway to be picked up by parents in the RED LINE. Students in grades 2nd-4th will report to the pavilion for BLACK LINE. Students with middle school siblings will also report to the RED LINE. Students in K-2 with siblings in grades 3-4 will report to the BLACK LINE.

## **TRANSPORTATION**

**For The Safety Of Our Students, We Do Not Accept Any Transportation Changes Over the Telephone.** All changes in transportation must be in writing or in person. If in writing, the note will be sent to your child's teacher. The teacher will send the note to the office for signature from the SRO, Assistant Principal, or Principal. **Changes will not be accepted by phone or fax. You can not email or text your child's teacher to make changes.**

The bus driver may require a copy of the note before students are permitted to ride or get off at a different stop.

The back gate will be locked to the public from 7:20 A.M. to 3:40 P.M. **No public vehicles will be admitted in or out during these hours.**

## **VISITORS**

We welcome visitors to our building and have rules and expectations of our visitors to follow.

- Visitors coming into the building are required to scan their government issued identification card (driver's license, state identification card, green card, military identification card) or key fob in order to obtain a pass to enter the hallways of the school.
- The pass should be worn at all times during the visit.
- There should be no raised voices, no cursing, no threatening behaviors, or any display of disrespect. If this occurs, you will be asked to leave the premises.
- Parents waiting to pick up students at the end of the day must remain in your vehicle in the car line. Parents do not wait in the area in front of the office, hallways or classrooms.
- Students will not be released to anyone without proper ID.
- No lunch visitors will be allowed in the Elementary School until October 5. Visitors must be listed on the student's information sheet in order to eat lunch and/or pick up students.
- No visitors will be allowed on the elementary playground.

## **CHECK-IN/CHECK OUT PROCEDURES**

Students who arrive after **8:00 are required to be checked-in by an adult.** The adult is required to report to the office and check the student in with the secretary. Students will be given a pass to report to class that should be presented to the teacher upon entrance. (Any student who arrives at 8:16 will be counted as a ½ day absent.) A student will be tardy from 8:00 until 8:15 when 5 tardies occur. This will count as 1 day absent.

If an emergency should arise and a student needs to leave school, the parent/guardian or adult whose name appears on the Pick Up List must come to the school office and sign out the student. If the adult's name is not on the Pick Up List, then school officials will not let that person pick up the student(s).

- Students will not be released to anyone without proper ID.
- Students will not be released to anyone not on the pick up list.
- To add or change someone on the pick up list will have to be done by filling out the proper paperwork.
- If a change is to be done at any other time during the year, it must be done by the parent/guardian in person, These changes will not be made over the phone, via fax, or via email/text.

Leaving school early should be for doctor appointments, sickness, or emergencies only. We encourage all parents not to interrupt their child's educational day by checking their child out early. If a student is checked out before **2:30 p.m., they will be counted as a ½ day absent.**

## **ABSENCES**

Grades K-4

Students shall not be absent, as defined in the policy more than 10 per semester. When a student has 4 and 8 absences, his/her parent, guardian, or person in loco parentis shall be notified of the student's absences for the semester. Notification shall be sent home with student, or telephone by the end of the school day in which such absence occurs, or by regular mail with a return address, no later than the following school day.

Whenever a student exceeds 10 or more absences in a semester, the school district shall notify the prosecuting authority and the parents, guardians, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

### **Absences Due to Extracurricular Activity**

Programs outside of school have to be approved two weeks prior to the absences. These absences must be approved by the principal. This two week notice allows teacher time to get work ready for the student that will be missing. Example: Rodeos, plays, trips.....

## **LUNCH/BREAKFAST**

Westside Elementary School serves both breakfast and lunch that meet state standards. Free and Reduced-priced breakfasts and lunches are available to families who qualify. Applications will be sent home in packets the first week of school, if you do not receive one they are available in the office. A new application for each child must be submitted yearly. If your financial situation changes during any school year, you may re-apply at that time.

Visitors that are at school to eat lunch with their child must check in at the office , as they leave they must check back out through the office. Parents can not travel to any other part of the building before going to the cafeteria or after leaving the cafeteria when they enter the building or once they leave the cafeteria. Visitors must be listed on the student's information sheet in order to eat lunch and/or pick up students. No Lunch visitors will be allowed in the Elementary School until October 5, This allows teachers and students time to get their routines and procedures perfected.

Visitors can only eat with their child and the child can not have a student visitor to eat with them. Visitors must only sit with those that are on the students pick up list.

## **FIELD TRIPS**

Field trips are a privilege for students at Westside Elementary School. Each student must have a signed permission slip on file from the parent before taking a field trip. When on a field trip, the student is under the direct supervision of the sponsoring teacher(s). The school will have full authority over all students or accompanying representative groups on all field trips.

A student will not be allowed to attend field trips if he or she is currently serving a suspension. Once time is served, the student will be allowed to participate in future field trips. For students who have several discipline referrals See rule 29.

## **ASSEMBLIES**

From time to time special assembly programs will be scheduled for our students. Assemblies are a significant part of the student's education. They are designed to enrich school spirit, give students experience in participating in programs that pertinent information, and present important school and civic matters to students.

All students are expected to conduct themselves in a manner that shows their best behavior. Student behavior will be monitored, and all school rules and procedures will remain in effect during assemblies. Disruptive students may lose the privilege to attend assemblies. Day time performances are for students (due to the limited seating), night performances are for the parents.

## **SCHOOL CELEBRATIONS/SNACK**

In order to keep our school environment in compliance with regulations for nutrition, nutritional snacks can be provided at the discretion of the grade level teachers. Christmas and Valentine Day will be party days. No birthday parties are to be held at school.

## **SPECIAL DELIVERIES**

Because of safety issues and to prevent discipline problems, special deliveries, or any deliveries brought in by a parent/guardian will not be accepted. This includes flowers, balloons, cakes, cupcakes etc...

## **Toys/Stuffed Animals/Cards/Electronics**

Students are not allowed to bring toys to school. No cards (Pokemon or any cards or books for trading). The school is not responsible for those that trade items or for the loss or breakage of any items.

## **TEACHER REQUESTS**

No teacher's request can be made (negative or positive.)

## **STUDENT DRESS AND APPEARANCE (DRESS CODE)**

All students are expected to exercise neatness, modesty, and dignity in appearance and manner of dress. The following items will not be permitted:

1. Bare feet
2. Bare midriff
3. Inappropriate tops (i.e. halter tops, spaghetti straps, muscle shirts, backless tops, etc.) Straps on top should be at least two inches wide.
4. Baggy jeans or shorts. These garments must fit properly at the waist, no sagging.
5. Shorts or skirts shorter than a dollar bill length from the top of the knee.



6. Transparent or see-through apparel.
7. Shirts with inappropriate slogans such as any obscene, vulgar, or suggestive messages are inconsistent with school standards. Shirts advertising or promoting use of tobacco, alcohol, or drugs are not permitted.
8. Dress and appearance that causes interruption of the proper pursuit of learning or creates disorder in the classroom and/or school.
9. Shoes with wheels are not allowed. They are not to be worn at any school functions, trips, ball games, or on campus.
10. No hats are to be worn inside the school building. However, hats on the playground are allowed. Hats are also permissible on days specified for spirit wear.
11. In addition to the criteria above, the faculty may develop a dress code for students representing Westside Elementary School during any extracurricular activity.

## **GRADING AND REPORTING**

K will have a standards-based report card that meets the Common Core State Standards.

### **Grading and Reporting**

The letters A, B, C, D, and F are used in the recording and reporting of grades 1-4.

90-100	A	Superior Work
80 - 89	B	Above Average Work
70 - 79	C	Average work
60 - 69	D	Below Average Work
Below 60	F	Failure to achieve the minimum requirement for passing. No credit is given for a F

During the fifth week of each grading period, the teacher in grades K-4 will complete a progress report. The progress reports are to be signed and returned to the teacher to be kept on file.

Report cards are issued to parents at the end of each nine-week period. Parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. These conferences are very productive and all parents are urged to participate. Teachers are required to meet with parent(s) or guardian(s) of each student at least twice a year through a parent-teacher conference or a home visit. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved expressed academic objectives of that course. (Check to see if this is the preference of the staff for the second semester. Third quarter maybe at 5 weeks.)

## **PROMOTION AND RETENTION**

The decision to retain a child is never an easy one. The summary given below establishes criteria to be used when making that decision. We must keep in mind that no one criteria is basis enough for retention. All criteria must be considered.

Kindergarten students must show mastery of the identified basic kindergarten curriculum before promotion will be possible.

First, second, third, and fourth grade students must be performing on grade level during the last grading quarter based upon the AR CCSS Literacy and Math Standards. Their performance in writing, spelling and language must be at a level that indicates success is attainable with practice and/or maturity. Fourth grade students must pass three of the four following courses: Math, Science, Social Studies and Language Arts. This means they must have grades of D or above. Grades of D are considered passing but are not indicative of future academic success.

Any placement in special education and/or Title I/504 classes will receive special consideration when contemplating placement for the next academic year. Additionally, prior retention must be considered.

If a student has been retained prior to the current year and is still doing poorly, then referral for testing will be discussed. Attention should be given to a student's age and size. However, these should not be the determining factors.

Parents/guardians should be made aware of problems at the end of the first nine weeks. However, retention should not be mentioned until the end of the first semester. At that time, parents should be notified that problems are severe enough to warrant consideration of retention, and the child will be referred to a retention committee consisting of current grade level teachers, a teacher from the next grade level and administration. Parents should be told by May 15th whether or not the child is being considered for retention based on the committee decision.

Arkansas law requires that students who scored basic or below on the standardized test taken at the end of last year have an Academic Improvement Plan (AIP) in literacy, math or both.

Students who scored below basic in literacy are required to have an Intensive Reading Improvement Plan (IRI). Parents will be notified if their child will need to participate in these interventions. **Refusal to allow your child to participate in these interventions will result in your child being retained.**

## **HOMEWORK**

Homework is deemed to be a beneficial supplement to the in-school instructional program. Homework will be assigned as practice for skills taught in the classroom. They will not be excessive or meaningless. The purpose of homework assignments is to enable the student to gain understanding and proficiency in the subject area in which the assignment was made. The

teacher will take into consideration the student's involvement in any extracurricular activity on any given night in assigning homework.

Parents should be supportive of the school's effort relative to homework. Parents are encouraged to be involved in all aspects of their children's education. Parents can help their children with homework by helping them gain a better understanding of concepts and skills, which has been taught at school. However, the parent should not do the homework assignment for the child, as this would be detrimental to the child's learning. Parents are encouraged to help with homework in the following ways:

1. Look over the assignment after the child has completed it.
2. Praise the child if he/she has done well.
3. Explain to the child why he/she did not do well, if the performance was poor.
4. Provide a place for the child to do the homework which is well lit and free from distractions.
5. Set aside a certain time each day for the child to complete homework.

#### **Homework grading policy for 3rd and 4th grade:**

Students who do not have class work/homework turned in by the due date will receive a zero in the grade book. After parents have been notified of work due in the Monday folder, students will have the opportunity to turn in homework the next day with a 25% reduction in grade. If homework is two days late, there will be a reduction of 50% in the grade. After the second day, if no homework is turned in, the grade will remain a zero in the grade book.

#### **TEXTBOOKS/READING BOOKS/ELECTRONIC DEVICES**

All school textbooks, including guided readers, are the property of the school district. Students are issued textbooks and must accept the responsibility for their proper care. Students must replace or pay for damages to textbooks, electronic devices or instructional materials that have been issued in their names. If students do not pay the fine or for the materials, the fine will follow them to Middle School, and they will not be able to receive a locker. If fines continue to follow the student into High School, they will not receive their diploma upon graduation from High School.

#### **FINES AND CHARGES**

Any monies (book fines, textbook fees, charges, fundraisers, lunch charges, etc.) owed to the Westside Elementary School this year, or any unpaid fees from prior years, must be paid by the last calendar day of the school year. Any unpaid debt will be forwarded to the WMS campus with the student records. This will also follow the student into High School.

# Westside Consolidated School District



# Student Discipline Policies (K-12)

## **4.17 Student Discipline**

The Westside Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event;
- Going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Westside School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Faculty members will correct misconduct anywhere they see it during school hours or during school activities.

In regard to conduct, every student is responsible to every teacher, counselor, & administrator during the school day or during any school function whether on campus or off. When a student's behavior is so offensive that he/she must be disciplined by the administration, the incident of his/her misconduct is noted on his/her discipline record.

Discipline of Handicapped Students: The Individuals with Disabilities Education Act (P.L. 94-142, amended) provides special due process rights to students with disabilities. Westside students, regardless of handicapping condition, who engage in misbehavior are subject to normal school disciplinary rules and processes so long as such treatment does not abridge the right to free, appropriate public education and as long as the handicapping condition is not the reason for disciplinary action.,

Refusal to accept any discipline procedure will result in the following:

1. Parents will be notified.
2. The student will be allowed to go home with parent's permission.
3. The student will be allowed to return to school anytime he or she decides to receive the discipline procedure as it was originally stated. Upon returning to school, the student must be accompanied by a parent or guardian.

4. No class work may be made up due to absences of this nature, therefore the student will receive zeros for all work missed.
5. In the event a student decides to go home rather than accept a discipline procedure, the days missed will be unexcused and will count toward the 5 (high school block courses), 10 (high school non-block courses) or 20 (middle school and elementary) day limit on attendance.

### **Definitions**

For the purpose of this policy, the following definitions shall apply:

**He:** Any person, regardless of gender, when referring to someone in individual policies within this handbook.

**Teacher:** Any employee of the Westside School District who is compelled by law to secure a license from the State Board of Education as a condition of employment.

**Good Cause:** A cause or reason that is based on equity or justice or that would motivate a reasonable person under the given circumstances.

**Insubordination:** Refusal or continued failure to obey the reasonable rules and regulations or instructions of school-district personnel.

**Disruptive Conduct:** Any conduct that disrupts the orderly environment of the School District.

**Criminal Acts:** Activities defined as criminal under the law of the State of Arkansas. These include, but are not limited to, arson; assault and battery; burglary and larceny; possession of explosives; extortion, blackmail, or coercion; possession of firearms; malicious mischief; and robbery.

**Disturbing the Peace:** Engaging in activities which include violent, abusive, obscene or profane language, whether addressed to a specific party or to the public generally.

**Truancy:** Absence from school without parents' and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his or her assigned classroom without permission from school authorities shall be considered as truant. This includes leaving the campus at any time during the school day without permission or knowledge of school administrations or administrative assistants.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a supervisor or staff member to another member of the district staff, by a member of the district staff to a student, or by a student toward a staff member.

**Due Process:** The opportunity to explain one's version of the facts concerning the particular misconduct of which he or she is accused. This relates to teacher/student or administrator/student disciplinary encounters.

**Types of Discipline: (see individual campus' sections for more information)**

- Verbal Warning
- Corporal Punishment
- Detention
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- SUCCESS (Schools United in Craighead County Educating and Serving Students)
- Expulsion

**4.18—Prohibited Conduct**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;



17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual’s personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Cross References:

- Prohibited Conduct #2— Policy # 4.20
- Prohibited Conduct #3— Policy # 4.21, 4.26
- Prohibited Conduct #4— Policy # 4.22
- Prohibited Conduct #5— Policy # 4.23
- Prohibited Conduct #7—Policy 4.47
- Prohibited Conduct #8— Policy # 4.24
- Prohibited Conduct # 13— Policy # 4.25
- Prohibited Conduct # 14— Policy # 4.21
- Prohibited Conduct # 15— Policy # 4.7
- Prohibited Conduct # 16 — Policy # 4.9
- Prohibited Conduct # 17— Policy # 4.43
- Prohibited Conduct # 19— Policy # 4.12
- Prohibited Conduct # 20— Policy # 4.26
- Prohibited Conduct # 21—Policy # 4.27
- Prohibited Conduct # 22— Policy # 4.43
- Prohibited Conduct # 23— Policy # 4.47

Legal References:

- A.C.A. § 6-5-201
- A.C.A. § 6-15-1005
- A.C.A. § 6-18-222
- A.C.A. § 6-18-502

A.C.A. § 6-18-514

A.C.A. § 6-18-707

A.C.A. § 6-21-609

A.C.A. § 27-51-1602

A.C.A. § 27-51-1603

A.C.A. § 27-51-1609

DESE Rules Governing Student Discipline and School Safety

## **Definitions of Consequences**

### **Detention**

Detention is after school, Monday through Friday. Detention is one-hour in length (3:25 to 4:25 pm), and it is the responsibility of the student and his/her parent or guardian to make sure he/she is in detention on time on the day(s) that detention is assigned. The student may be assigned ISS for missing detention.

### **In-School Suspension**

ISS or In-School Suspension is an alternative to Out-of-School Suspension or OSS. The violation will be explained by the Principal and the parent will be contacted. Additional consequences will result if the student does not follow rules while in ISS. The student will spend the entire day (from the first tardy bell in the morning until the last bell that dismisses school at the end of the day) in the ISS room. Lunch will be brought to the student or the students will go to cafeteria and get their meal and then return to the ISS room. The student will receive restroom breaks in the mornings and the afternoons. During the period of time that a student is in ISS, the student shall not attend any school-sponsored activities nor participate in any school-sponsored activities during the imposed period that the student is assigned to ISS. If student is absent on assigned ISS day, the student will serve ISS on the next available school day.

### **SUCCESS**

(Schools United in Craighead County Educating and Serving Students) Achievement Academy: A placement provided for the students, parents/guardians, and school administrators as an alternative to out-of-school suspension. When a student is sent to SUCCESS, it will be on either a short-term or long-term basis. If sent to SUCCESS on a long-term basis, the student will remain there until the student reaches the appropriate level or requirements to be recommended to be returned to the student's home school. Then the student will be reevaluated by SUCCESS and the Westside Administration for placement. The ultimate decision whether a student may return to Westside will be up to the Westside Administration. While attending SUCCESS, the student will not attend regular classes except what is offered at SUCCESS and may not be permitted to attend or participate in any extracurricular activities or allowed to attend ball games, events, concerts, etc., associated with Westside, or be allowed on the Westside campus (unless fulfilling the requirements for the student's IEP or 504 plan). Westside Administration will evaluate each student and make this decision on a case by case

basis. If an allowance is made for a student to be on Westside campus or event, the parent will be notified by administration informing them of this decision. A student may be sent to SUCCESS for behavioral problems, academic recovery, remediation, etc. Some conditions of being placed at SUCCESS or continuing the student's education at SUCCESS are listed below:

1. If behavior at SUCCESS is unacceptable, SUCCESS personnel may extend the stay of the student attending school there.
2. Student is not allowed to return to school until all suspension days are fulfilled in the case of short-term placement at SUCCESS. Each day a student is absent from SUCCESS will count as an absence even when a doctor's excuse or third-party documentation is provided.
3. Students who come to Westside School District from a residential facility, institution, detention center, or from an alternative school of another school district may be transitioned to Westside through SUCCESS before they may return to the Westside campus. The recommendation for placement and for how long the student is to be at SUCCESS before returning to Westside will be determined by the Alternative School Screening Committee and/or Westside Administration. This Committee will consist of at least one administrator, the school resource officer, the student's school counselor, and at least one classroom teacher who is familiar with the student's background, if applies.

Students at SUCCESS will be reevaluated at the end of a full semester to determine if they continue at SUCCESS or if the student is to return to the Westside Campus. Students sent to SUCCESS any time during a semester, may have to spend another semester at SUCCESS to determine proper placement.

### **Expulsion**

Expulsion refers to a permanent removal of a student from their regular educational setting due to a violation of serious schools rules or policies.

### **Corporal Punishment**

The Westside School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the Superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

Corporal Punishment is an option which may or may not be used by the Administrators or any certified employees in the Westside School District. This option is at the discretion of the Administrator or the certified employee.

Legal Reference: A.C.A. 6-18-505 © (1)

Note: Corporal punishment may not be administered to any student whose parents or legal guardians have placed on file in the Principal's Office at the beginning of each school year a request that the student not receive corporal punishment but an alternate punishment instead.

Reasonable Force: Force that is in agreement with right thinking, not conflicting with reason or right judgment. The Westside School Board hereby authorizes the use of reasonable force by any certificated employee in the exercise of his/her lawful authority to restrain a refractory student, to protect a student from harm, or to maintain order in any school building, on any school property, or at any school-sponsored event. A report shall be filed with the employee's supervisor as soon as practicable following any incident in which force is used by the certificated employee using such force (Ex. Professional Crisis Management or PCM). The report shall include a statement of reasons for the employee's actions, the names of students involved, the names of any witnesses, and the signature of the employee.

### **Persistent Discipline Referrals**

Whenever a student receives multiple discipline referrals to the office, the following guidelines will be used and the student(s) will lose certain privileges.

The student:

- cannot attend any activities or functions involving Westside, on or off campus,
- cannot attend any school sponsored trips,
- cannot attend any school social gatherings, including the Prom,
- cannot belong or can no longer belong to any clubs or attend their activities,
- cannot participate or can no longer participate on athletic teams, band, cheerleading, quiz bowl, or any other extracurricular activities.

Students with multiple discipline referrals will have meetings with the counselor and may be placed on a behavior plan/academic plan and may be placed at the SUCCESS academy.

### **Complaints and Grievances**

Normally, complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing. If a student or the parent of a student involved in a disciplinary ruling wishes to contest the disciplinary ruling or a condition or circumstance imposed by a

teacher or school administrator, the procedure which follows should be used by the person filing the complaint.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complainant.
2. If the complainant is not satisfied with the decision, the complainant must be directed to the principal. The principal shall review the original action that was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Except in the case of a suspension, any further appeal must be made to the Board of Education through regular procedures (provided by the superintendent) for appearing before the Board. In the case of suspension, appeal may be made to the Board only if the superintendent initiated the suspension process.

### **BEHAVIOR NOT COVERED**

The Westside School District reserves the right to pursue disciplinary or legal action for behavior which is detrimental to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

### **ADMINISTRATOR'S DISCIPLINE STATEMENT**

Administrators may alter the severity of punishment based on circumstances and other conditions. Successive violations of different rules contained in this handbook will result in increasingly severe punishments and/or placement in SUCCESS. A warning will not be issued each time or anytime a different rule is violated by a student.

### **4.20 Disruption of School--see ASBA Policy**

#### **Consequences**

**Minimum consequence will be a verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **4.21—Student Assault or Battery--see ASBA Policy**

Student guilty of such an offense may be subject to legal proceeding in addition to student disciplinary measures up to expulsion.

#### **Consequences**

**Minimum consequence will be OSS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **4.23 Tobacco and Tobacco Products--see ASBA Policy**

##### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents. Student may be given educational opportunities to learn about the health effects tobacco/vaping has on the human body.**

#### **4.24 Drugs and Alcohol--see ASBA Policy**

##### **Consequences**

**Minimum consequence will be placement at SUCCESS, contact authorities, contact parents; maximum consequence will be 10 days OSS with recommendation for expulsion**

#### **4.29 Computer Use Policy--see ASBA Policy**

##### **Consequences**

**Minimum consequence will be a verbal warning;-maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents Loss of campus-wide computer privileges may also be included**

#### **4.33 Motor Vehicles/Student's Vehicles--see ASBA Policy**

If the use of a vehicle creates a hazardous situation or disrupts any classes, or if the student vehicle is being driven too fast or in a reckless manner, student(s) will forfeit his/her driving privileges to school.

Students who drive their vehicle to school are expected to observe all rules of safety while driving, and to take extra precautions while on and about school property and grounds. The speed limit while on school property is fifteen (15) miles per hour. Students must have a valid driver's license and proof of insurance, and pay a \$10.00 yearly parking fee. All student vehicles must have a parking permit that must be displayed at all times. If a student is parking without a valid permit, that student will lose all driving privileges at the discretion of the administration.

Students who have presented a valid driver's license and proof of insurance and have purchased a \$10.00 parking permit from the appropriate office personnel may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking (only). Once students arrive on campus, they are not allowed to leave without following proper checkout procedure. They should vacate their vehicles and enter the school immediately.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building Principal, Asst. Principal, or their designee.

Students are not permitted to loiter in the parking lot or other parking areas and must leave the vehicle once they have parked and go inside the building and are not to return to their vehicles for any reason unless given permission to do so by school administration or resource officer.

Students may be given special permission to drive their vehicles off campus during the school day. An example of this would be for the student to go to votech or for work study. Students must have prior permission from school administration before they will be allowed to do this.

Students may lose driving privileges on campus if they do not adhere to all rules of safety and expectations from administration.

### **Bullying--see Bullying Policy (ASBA 4.3)**

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

## **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Bus Behavior/Discipline**

Bus service is available to students living more than two miles from school. There is no legal requirement that schools must provide bus service; therefore, students must be considerate of the safety and well being of fellow students. The same standards of conduct that apply in the classroom apply on the school bus. The principal may choose not to follow the order of action if the incident is severe.

## **School bus safety rules.**

At the bus stop:

- arrive on time
- stay out of the street
- respect the property at the stop location
- students must get on and off at their designated location.
- if a student must cross the road to board the bus, they must cross in front of the bus for safety reasons

Boarding the bus:

- wait until the bus stops
- go directly to your seat

On the bus:

- stay seated
- keep your head, arms, and hands inside the bus
- do not throw objects
- talk softly
- follow directions of bus driver at all times
- No eating or drinking at any time while riding the bus

Leaving the bus:

- stay seated until the bus stops
- do not push or shove
- If a student must cross the road when exiting the bus, they must cross in front of the bus for safety reasons

Students who ride a bus other than their own must bring a signed note by parent. Notes must be turned in to the office before lunch on the day that they will ride the bus. Any note turned in after lunch may not be accepted.

## **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be bus suspension, up to the remainder of the year, at the discretion of the school administrator.**

### **Chewing Gum/Food Items/Drinks**

Chewing gum, food items, and drinks may be allowed in the classroom at the discretion of each classroom teacher. This privilege may be revoked by administrator, teacher, or staff at anytime. Food items and drinks will not be allowed in the Fine Arts Center auditorium at any time. Food items or drinks will not be allowed on the buses.



**Minimum consequence will be a verbal warning; maximum consequence will be In School Suspension (ISS).**

**Public Display of Affection (PDA)**

Students are not to hold hands or have close physical contact of any kind on the school premises. Public display of affection is not appropriate behavior at school or school events. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

**Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be In School Suspension (ISS)**

**Sexual Contact While on School Campus**

"Sexual contact" means any act of sexual gratification involving the touching, directly or through clothing, of the sex organs, or buttocks, or anus, or the breast of a person (Arkansas Code 5-14-101). Sexual contact, with self or another person, is not appropriate on school campus, at any time, and will not be tolerated.

**Consequences**

**Minimum consequence will be 5 days OSS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

**Truancy/Skipping School**

A student absent from his/her assigned learning stations without permission from school authorities shall be considered as truant. (Ark. Stat. 6-18-201).

**Consequences**

**Minimum consequence will be after school detention; maximum consequence will be In School Suspension (ISS) and Families in Need of Services (FINS) petition will be filed.**

**Insubordination**

A student shall comply with reasonable directions or commands of teachers, substitute teachers, paraprofessionals, principals, administrative personnel, school bus drivers, or any other authorized personnel (Ark. Stat. 5-60-112, 5-71-226, 5-60-113).

**Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be placement at SUCCESS**

### **Disorderly Conduct, Disruptions of school, and/or Disturbing the Peace**

A student shall not engage in behavior which produces situations in which instruction or activities (in classrooms, Fine Arts Center, outdoor classroom, gym, cafeteria. etc) of other students are adversely affected. A student who persists in acts of misconduct after reasonable efforts have been made by the school will be recommended for expulsion or could be suspended out of school or sent to SUCCESS. Efforts toward behavior modification may be made except where very serious offenses have been committed (Ark. Stat. 5-71-207, 5-71-226, 5-60-112 Act 1281 of 1999).

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Examples of this action are inclusive of but not limited to spreading rumors, instigating situations, being involved in circumstances that promote rumors, etc.

Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. This includes, but not limited to, loud and/or rude behavior, whether addressed to a specific individual or a group, or to the public in general. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or by the school's SRO or both.

### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Disrespect**

Not showing consideration to, esteem for, courtesy to, considerate treatment of, any Westside Student, or any Employee of the Westside School District. This also includes, but not limited to, loud or rude talking or comments to, or inappropriate language toward (other than cursing), or rude behavior toward, or talking back to, any Westside School District Employee or Substitute Employee working in the Westside School District. Verbal Abuse, interpreted by the Teacher, other School Employees, and/or Administrators to be of a more severe nature will be referred to "Verbal Abuse of a School Employee."

### **Consequences**

**Minimum consequence will be after school detention; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Forgery of Passes, Parent's Signature, and/or Falsification of General Information**

A student shall not forge another person's name to any pass or document nor falsify telephone numbers and addresses on general information forms, nor write notes of permission for themselves or someone else, nor forge their parents'/guardians' name to a note or any other document. Forgery is an illegal offense, and the student or students involved may be subject to arrest and prosecution.

### **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Cell Phone and other Electronic Devices**

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

Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment, does not respect the rights of others, and is expressly forbidden.

For the purpose of this policy, the use of a cell phone or other communication devices (smart watches, exercise trackers, specific calculators, etc.) means anything that can be used to transmit or capture images, sound, or data. Accessories such as headphones must be used in a safe manner, or they will be confiscated. Personal speakers of any kind will not be allowed. Each campus may develop their own policies concerning cell phones and other electronic devices and their use on those individual campuses.

### **Consequences**

**Minimum consequence will be confiscation of the device and student/parent pick up from office; maximum consequence will be ISS**

### **Student Use of Cell Phone Policy (WHS):**

Students may use their cell phones before school begins, between classes, and during their lunch period. Cell phones will not be used in the classrooms unless they are used as an instructional tool with the teacher's permission and proper supervision. Unless used for this

reason, cell phones will be turned off or put on silent and are to be put away once the student enters the classroom.

### **Consequences**

**Minimum consequence will be confiscation of the device and student/parent pick up from office; maximum consequence will be ISS**

#### **Student Use of Cell Phone Policy (WMS):**

Students may use their cell phones before school begins. Cell phones will not be used in the classrooms unless they are used as an instructional tool with the teacher's permission and proper supervision. Unless used for this reason, cell phones will be turned off or put on silent and are to be put away once the student enters the classroom.

### **Consequences**

**Minimum consequence will be confiscation of the device and student/parent pick up from office; maximum consequence will be ISS**

#### **Student Use of Cell Phone Policy (WES):**

Students may use their cell phones before school begins and after school hours. Cell phones will not be used in the classrooms unless they are used as an instructional tool with the teacher's permission and proper supervision. Unless used for this reason, cell phones will be turned off or put on silent and are to be put away once the student enters the classroom in their backpack in their cubby.

### **Consequences**

**Minimum consequence will be confiscation of the device and parent pick up from office; maximum consequence will be ISS.**

#### **Cell phone & other Electronic Devices' Use on State Originated Tests**

To protect the security of state originated tests, no electronic devices (smart watches, exercise trackers, specific calculators, etc.) as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking a state assessment, the student shall not have his/her electronic device turned on or in his/her possession. Teachers will collect phones and store them during testing, and students will have them returned upon completion of testing. Any student violating this provision shall be subject to disciplinary actions.

### **Consequences**

**Minimum consequence will be after school detention; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

**Transmission of Sexually Explicit or Vulgar Images or Representations**

Students are prohibited from possessing, viewing, distributing, or electronically transmitting sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form. There will be no distinction between the material being on a student's personal or school-issued device.

**Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

**Loitering by Suspended Students and/or others, and non-students**

A student who is provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be on any school grounds or at any school-sponsored event (Ark. Stat. 6-21-607, 5-39-203, 5-71-231). Non-students and any Westside students are not allowed to loiter on Westside Campus before, during, and/or after school. This also means students are not to hang around the school campuses after school waiting on an event that will occur later that day, or after an athletic contest or other event/function/activity without being properly supervised by a school employee.

**Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

**Cheating on Test, Classwork, or Homework**

A student shall not cheat on a test, classwork, or homework, nor shall a student aid other students in cheating. This includes acts of plagiarism. The practice of taking someone else's work or ideas and passing them off as one's own is considered plagiarism.

**Consequences**

**Minimum consequence will be student given a zero on work or test and parent contact by teacher; maximum consequence OSS**

### **Fidgets**

Fidgets are often used to provide sensory input in a less distracting way. They can help improve concentration and attention to tasks by allowing the brain to filter out the extra sensory information (e.g. listening to a lesson in the classroom, paying attention to a book during circle time). Fidgets are to be used appropriately without distracting other students.

### **Consequences**

**Minimum consequence will be a student/teacher conference; maximum consequence will be placement in after school detention.**

### **Riots, Disruption, and Interference with School**

NO STUDENT SHALL:

1. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of the school administrator.
6. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
7. Encourage other students to violate any rule or school-board policy.
8. Participate in a school walkout or boycott (Ark. Stat. 5-71-207, 5-38-205, 5-71-203, 5-71-214, 5-71-201, 5-71-226).
9. Report to another person or to any public or private institution of this state a bomb threat. A violation of this law is a felony. Students known to make a bomb threat to the school shall be referred to the proper law enforcement officials for prosecution and shall be subject to further disciplinary action by the school.

### **Consequence**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Gambling**

A student shall not engage in any game of chance on school premises at any time. Gambling at school or on school property is illegal.

### **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Profanity, Verbal Abuse, Inappropriate Language, Obscene Gestures**

A student shall not use profane, violent, vulgar, abusive or insulting or inappropriate language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause an overt disruption of the educational process.

### **Consequences**

**Minimum consequence will be after school detention; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Damage, Destruction, and Vandalism of School Property or Personal Property of others**

Any minor who maliciously or willfully destroys school property or the property of others, whether real, personal, or mixed, belonging to the school district or others (teachers, students, etc.) is liable and his/her parent or guardian shall be liable for twice the damages so caused by the minor, subject to the provisions of Act 45 of 1959. The parent or guardian of a minor shall be liable to the school district for property loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. Parents will be contacted and legal authorities will be contacted.

### **Consequences**

**Minimum consequence will be detention; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Extortion/Theft**

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts) (Ark. Stat. 5-41-203, 5-12-102, 5-12-103, 5-36-103).

### **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Hazing**

Hazing means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing can result in criminal penalties as well as disciplinary action by the school.

### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Race, Ethnicity, National Origin, or Disability**

Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, gender, or disability is prohibited at school or on any property leased or owned by the school district, on buses, at bus stops, or at functions or activities at the school or at activities involving Westside at any other school.

### **Consequences**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Fighting/Aggressive Behavior**

Students will not fight while at school, on buses, or at any school sponsored event regardless of where or when that event takes place (AR Stat. 5-71-207). The student who starts the fight by initiating physical contact will be punished. If the administration can determine who is at fault in starting a fight, then that student(s) will receive the maximum consequence for fighting for that offense while the other student(s) may receive a consequence less severe. However, if it cannot be clearly determined by the administration which student(s) is at fault in starting the fight, then both students will receive the same consequence for fighting. All students involved shall be disciplined fairly and equally, as determined by the teachers and/or principal.

Student(s) at fault may receive out-of-school suspension. The school is required (by ACT 888) to report all violent acts to the proper authorities. Students are not to show aggressive behavior toward another individual. Aggressive behavior is defined as hostile action, whether physical



(pushing, shoving, etc.) or verbal aggression toward another individual. Any student that hits, punches, or strikes another student out of anger or malice will be punished as the consequences call for as written below.

It will be up to the discretion of the Administration to determine if an actual fight occurred, or what constitutes fighting in each incident(s), and who, if anyone, is at fault, and the severity of the incident, and consequences.

### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Physical Assault by a Student toward a School Employee**

A student who commits assault and/or battery upon a member of the faculty or staff, including substitutes, of the Westside School District shall be reported to the appropriate law enforcement agency (ACT 888) and recommended for expulsion (ACT 567 of 1995).

### **Consequences**

**10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Direct Verbal Abuse of a School Employee**

A student shall not, under any circumstances, use profane, violent, abusive, or insulting language toward any school employee (Ark. Stat. 5-17-208, 6-17-106) (Act 1565 of 2001).

ACT 207 of 1997 provides that any person who shall abuse or insult a public school teacher while the teacher is performing normal and regular or assigned school responsibilities shall be guilty of a violation and, upon conviction, be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1500).

### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Indecent Exposure and Sexual Advances**

A student shall not deliberately commit indecent exposure at school or at school sponsored activities on or off campus, nor shall a student make improper advances toward another person. (AR Stat. 5-14-111, 5-14-112)

## Consequence

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Gangs and Gang-Related Activities**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.

When there is question as to whether or not actions, possessions, or clothes are gang related, determination will be made by the Westside school administration.

Consequences may result in OSS with recommendation for expulsion and authorities may be contacted. The Westside Administration, depending on the gang related activity, may be allowed to administer more severe consequences.

Legal Reference:     A.C.A. § 6-5-202  
                           A.C.A. § 5-74-201 et seq.

## Consequences

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Fraternities, Sororities, or other Secret Organizations or Societies**

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, or other secret organizations or societies. (AR Stat. 6-5-202, 5-74-203).

## Consequences

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Threatening and/or Intimidation**

In a case that might be termed as threatening or intimidating (verbally) another student in a way that may cause concern to that student, and/or the possibility of injury (but not in a terroristic manner, that is to advance one's cause through extreme fear of bodily injury), the following consequences will be followed: (Judgment will be left up to the Administration)

#### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Weapons and Dangerous Instruments**

#### Definitions

"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

"Possession" means having a weapon on the student's body or in an area under the student's control.

"Weapon" means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;

- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

If weapon is a weapon-like toy, it will be confiscated and the student may receive ~~from 3 days~~ up to 10 days of OSS and/or be recommended for expulsion and/or placed at an alternative school (SUCCESS), and parents and authorities will be contacted. The severity of the consequences will depend on the circumstances involved on a case by case basis.

Cross Reference: Policy 4.31—EXPULSION

Legal References:

A.C.A. § 5-4-201, A.C.A. § 5-4-401, A.C.A. § 5-27-210, A.C.A. § 5-73-119(b)(e)(8)(9)(10),  
A.C.A. § 5-73-133, A.C.A. § 6-18-502, A.C.A. § 6-18-507 , A.C.A. § 6-21-608, 20 USC § 7961

### **Consequences**

**Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Terroristic Threatening**

Terroristic threatening in the first degree is a Class D felony. A person commits the offense of terroristic threatening in the first degree if one of the following occurs:

1. With the purpose of terrorizing another person, he threatens to cause death or serious physical injury or substantial property damage to another person.
2. With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.

### **Consequence**

**10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Falsely Communicating a Terrorist Threat**

A person commits the offense of falsely communicating a terrorist threat if, in any manner, the person knowingly makes a threat to commit or cause to be committed a terrorist act or otherwise creates the impression or belief that a terrorist act is about to be or has been committed or in any manner knowingly makes a threat to commit or cause to be committed a catastrophe, as defined under § 5-38-202, that the person knows is false. Falsely communicating a terrorist threat is a Class B felony.

Legal References: A.C.A. § 5-54-204 (2012)

### **Consequence**

**10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

#### **Fireworks**

A student shall not have possession, use, or threaten the use of any fireworks or such instruments capable of inflicting bodily injury on campus or at any school sponsored activity. Consequences may range from a verbal warning to recommendation of expulsion.

### **Consequence**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

### **Bomb Threats**

No person shall convey a bomb threat or any other threat to endanger the health or safety of the students and employees of the Westside School District. Consequences may range from a verbal warning to recommendation of expulsion.

### **Consequence**

**Minimum consequence will be verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion or placement at SUCCESS, contact authorities, & contact parents**

Legal Reference:                    A.C.A. § 5-38-202  
  A.C.A. §5-71-210  
  A.C.A. § 5-71-211A.C.A. § 27-51-1609

## **Substance Abuse Screening (Grades 8-12)**

It is the philosophy of the Westside Public School that Westside students should be encouraged and supported in their efforts to develop and maintain a chemical-free lifestyle.

The Westside District recognizes the use of mood-altering chemicals as a significant health problem for many students, resulting in negative effect on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some students affect academic growth, achievement, activities participation and development of related skills. Others are affected by the misuse and abuse: family, teammates, schoolmates, or other significant persons in their lives.

The school will not be responsible for injury or other health problems resulting from the student's misuse or abuse of the drug while the student is involved in school activities.

### **Purposes**

There are seven purposes of chemical screening by Westside Public Schools:

1. To emphasize concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
2. To work with parents to assist in keeping their children free of mood-altering chemicals.
3. To promote a sense of order and discipline among students.
4. To confirm and support the existing state laws which restrain the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure directing them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

### Method

Any student who wishes to participate in an extracurricular activity or drive a vehicle to school during the school year must sign a drug screening consent form. Screening will begin at the eighth (8<sup>th</sup>) grade level and be cumulative through the twelfth (12<sup>th</sup>) grade. All students' ID numbers, grades 8 through 12, will be placed in the pool. The screening will be conducted as follows:

1. At the beginning of the fall semester, coaches and sponsors shall survey all potential participants for all activities. These students will be placed in the drug-screening pool for random testing throughout the year.
2. Any student who wishes to participate in any activity but was not entered into the original pool for the first fall testing must be entered into the pool before participation in his/her respective activity.
3. Any student who drives a vehicle to school will be placed in the drug screening pool at the beginning of the fall semester for random testing throughout the year.
4. Any student who wishes to drive to school but was not entered into the original pool for the first fall testing must be entered into the pool before driving to school.
5. Any student who wishes to participate in an extracurricular activity or drive a vehicle to school during the school year must sign a consent form for drug screening before participating.
6. Screening will be done on a random basis. Exception: If an administrator, other district employee, or parent reasonably suspects that a student has a chemical problem, he or she may recommend in writing to an administrator that the student be included in the sample. Steroids or similar chemicals could take more than twenty (20) days to leave a student's system. In this case, a doctor's written opinion is requested and is at the student's expense.

Refusal of a student to take a drug test will constitute a positive screen.

If prior to any student's number being pulled for screening, the student voluntarily acknowledges that he/she has a chemical problem, such student will not be held in violation but will be placed on probation. This means the student will not be allowed to participate until he/she completes a successful drug rehabilitation program. In order to participate, the student must take a drug test again and pass it. The student will be subject to screening each time a test is administered.

**Substances Screened**

Alcohol	Cocaine	Opiates
Amphetamines	Ecstasy	PCP
Barbiturates	Methaqualone	THC (Cannabinoids)
Benzodiazepines	Methamphetamines	

**Consequences of a Positive Test**

After laboratory confirmation of a positive drug screen, the principal or designee shall notify the student's custodial parent/legal guardian and shall schedule a conference with the parent/guardian to explain the results. Initial counseling including referrals, resources, and information on chemical abuse will be available from the school counselor or social worker. Additional outside counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. The additional counseling/rehabilitation will be at the expense of the student. Westside Consolidated School will not assume any financial responsibility for counseling/rehabilitation.

If a Urine sample is reported to the school as being diluted or contaminated, then this will be classified as a positive drug screen and the consequences for a positive drug screen will apply.

**First violation:** After laboratory confirmation of a positive drug screen, the student will be placed on confidential probation for thirty days. The student will be suspended from all extracurricular activities and driving privileges for thirty days from the date of the positive drug screen. After thirty days, the student will be tested again. If the retest is negative, the probation will be lifted.

After a positive drug screen, the student may be screened each time a screening is administered for one year. This will be done at the discretion of the administration.

**Second violation:** The second positive screening will result in the student not being allowed to continue extracurricular activities or have driving privileges for one year from the date of laboratory confirmation of the second positive drug screen.



**Third violation:** After laboratory confirmation of any subsequent positive screening (after the second violation) will result in permanent expulsion from all extracurricular activities and permanent loss of driving privileges. After the third (3<sup>rd</sup>) positive screening, the student, or his/her parent/guardian, may ask for a Hearing before the Principal and/or Superintendent. Any further and final appeal will be to the Westside School Board.

Positive test results shall not be provided to the police or any other law enforcement agency.

# Westside Consolidated School District



# Handbook Forms

## Graduation Check Sheet

Name:

Graduation Year:

Email address: (school)

(personal)

Plan for after high school: College, Vocational Training, Military, Workforce

(fill out this form by looking at classes you have taken from your high school transcript)

**English (4 units)** (grade per sem.)      **Social Studies (3 units)** (grade per sem.)

English 9 or PAP Eng 9	___	___	Civics	___	___
English 10 or PAP Eng 10	___	___	Economics	___	___
English 11	___	___	World History	___	___
English 12	___	___	U.S. History	___	___
AP Language	___	___	AP U.S. History	___	___
AP Literature	___	___			
Comp I & II	___	___			
Res. English	___	___			

**Math (4 units)**

**Other Credits needed for Graduation:**  
(bolded are for honors only)

Algebra I or Alg A and B	___	___	P.E.	___	___
Geometry or Geom A/B	___	___	Health	___	___
Algebra II	___	___	Oral Comm.	___	___
Alg Conn	___	___	Fine Arts	___	___
Bridge Alg II	___	___	<b>Foreign Language I</b>	___	___
Algebra III	___	___	<b>Foreign Language II</b>	___	___
Pre-Cal/Trig,	___	___	<b>Computer Technology:</b>		
AP Calculus	___	___	_____	___	___
AP Stats	___	___	_____	___	___
College Algebra	___	___			
Res. Math	___	___			
AP Computer Science	___	___			

**Science (3 units)**

**Electives/Career Focus:**

Phy. Sci. or PAP P.S.	___	___	_____	___	___
Biology or PAP Biology	___	___	_____	___	___
Chemistry	___	___	_____	___	___
Physics	___	___	_____	___	___
AP Biology	___	___	_____	___	___
Env. Science	___	___	_____	___	___
Astronomy	___	___	_____	___	___
Anatomy & Physiology	___	___	_____	___	___

**NURSE HEALTH UPDATE  
2020-2021**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_ **Date of Birth:** \_\_\_\_\_

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

**Legal Guardian**

**Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_

If I am unable to reach you at home or work, who may we contact if your child becomes ill or injured and needs to be picked up? Please write the name, relationship to child, and phone number.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Name and Grade of any siblings that attend Westside:

\_\_\_\_\_

Student's Doctor: \_\_\_\_\_ Phone # \_\_\_\_\_

Student Health Concerns (Diabetes, Asthma, Seizure Disorder, Severe allergies that require epipen, hypertension, heart condition, ADHD that requires medication to be taken in nurse's office, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*School policy states that no student shall carry prescription or over the counter medication on them while at school or on the bus.***

**The following over the counter medications are available to be given at the nurse's discretion during school hours. Maximum dosages will be determined by the school nurse.**

Tylenol  
Ibuprofen  
Benadryl

Given At High School Only  
Allergy/Sinus Medication  
Cramp Tabs

Antacids

Pepto Tabs

I certify that at least one dose of the medication has previously been given with no adverse reactions. The school nurse has my permission to administer these medications to my child while at school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Westside Consolidated School District**  
**AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION**  
**2020-2021**

I, \_\_\_\_\_, give permission for the school nurse to  
(must be legal guardian of student)

share any health problems or concerns regarding my son/daughter, \_\_\_\_\_, to any teachers, coaches or other school personnel that may be involved with my son/daughter while on Westside school campus, bus or at a function off campus. ***This information will be released only at the discretion of the nurse, for purposes that affect the education or safety of the student.***

If you should have any questions or information about you son/daughter, please feel free to contact your school nurse. We can be reached at 870-935-7501 anytime between 7:30 a.m and 3:30 p.m., or you can email us anytime.

Thanks,

Lori Kercheval, RN  
[lkercheval@westsideschools.org](mailto:lkercheval@westsideschools.org)  
Westside High School

Holli Crow, LPN  
[hcrowe@westsideschools.org](mailto:hcrowe@westsideschools.org)  
Westside Middle School

Andrea Brackin, RN  
[abrackin@westsideschools.org](mailto:abrackin@westsideschools.org)  
Westside Elementary School

## *Westside Consolidated School District*

Medicaid will reimburse schools for certain screenings, immunizations and personal care duties performed while students are at school. Please provide this information so that Westside can receive our funding for these reimbursable services.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_ 's,  
(Parent/Guardian Name) (First and Last Name)

personally identifiable information/student education records to be disclosed to a third party biller for the purpose of billing Medicaid and/or private insurance for medical screenings/services provided at school (if applicable).

Private Insurance Company \_\_\_\_\_  
Medical Number/Group ID \_\_\_\_\_

Medicaid/AR Kids Number \_\_\_\_\_

Printed name of Parent/Guardian \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**Permission to carry and self-administer rescue medication  
(for students with inhalers/epipens only)**

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

My child has my permission to carry and administer his/her inhaler and/or EpiPen, as ordered by the practitioner.

I, \_\_\_\_\_, give my permission for my child to receive the medication(s) listed below as directed by the attending practitioner. I do hereby give my consent for the release and exchange of information contained in the medical record of my child.

Yes

No

I prefer for my child to have his/her inhaler/medication secured and administered by trained school personnel.

Yes

No

*I understand this form authorizes my student to possess and use the medication(s) included on this form while on school grounds and at school sponsored events but that distribution of the medication(s) included on this form to other students may lead to disciplinary action against my student.*

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

**TO BE COMPLETED BY A LICENSED PRACTITIONER**

Diagnosis: \_\_\_\_\_

Name, Strength, Dose, Time (at school), Route

Medication \_\_\_\_\_

Do you recommend that this child carry and administer his/her own medication? \_\_\_ Yes \_\_\_ No

Allergies – Medication/food/other: (Please list)

Printed Name of Practitioner \_\_\_\_\_ Date \_\_\_\_\_

Practitioner's Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

### 4.35F—MEDICATION ADMINISTRATION CONSENT FORM

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

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

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

I hereby authorize the school nurse, or designee, to administer the following medications to my child student.:

Name of medication \_\_\_\_\_

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

Dosage \_\_\_\_\_

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

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

I hereby authorize \_\_\_\_\_ to administer the above medication to my student in the unavailability of the school nurse at school in accordance with the above medication administration instructions.

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

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## Elementary Car Rider Form

For the safety of your children, please refrain from walking up to the pick-up loading areas. Walking up or checking your child(ren) out in the office to avoid the car lines will not be allowed on a daily basis.

Filling out this form will give you a car rider visor sign to put in your front window of your vehicle. Please fill out ONLY ONE form per family so that your children will be put in the proper car rider lane. You will be given only one car sign with all your children's names on it.

We have two lanes: the outer lane comes by the front porch is called the RED LINE. The inner lane that comes by the little building (Pavilion) in the parking lot, is called the BLACK LINE. The color of the print on your car visor sign is the color of the lane you will need to be in.

I have the following students who are car riders on a routine basis:

Student	Teacher
Grade	
_____	_____
_____	_____
_____	_____
_____	_____

List any siblings that may be picked up at the Middle School:

\_\_\_\_\_

\_\_\_\_\_

I will need signs for the following people who pick up the student(s) regularly:



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## Westside Schools Pick Up/Check Out List

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

**Grade** \_\_\_\_\_

**Student ID: 1602** \_\_\_\_\_

Our policy states that should it become necessary for your child to leave during school hours you, as their parent, guardian, or designee, are asked to come to the office to sign a permit to leave slip for your child to be released. High school students are not allowed to check out another high school student; however, students with a driver's license are allowed to check out elementary and middle school students if they are on that student's check out list.

Anyone that will be signing your child out must be on the list below, including mom, dad, step-mom, step-dad, grandparents, aunts, uncles, family friends, etc. Everyone, including parents, must have their ID with them to sign a student out. We ask that you place your designees in an order that you would like to be called if the guardians are not available in an emergency situation.

**Signature of Parent/Guardian**

\_\_\_\_\_ **Date** \_\_\_\_\_

**This form should be completed and returned to your child's school. They may not be checked out without this form in their file. Thank you for your cooperation.**

**PLEASE PRINT ALL NAMES AND PHONES NUMBERS BELOW**

**Mother/Guardian:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**1.** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**2.** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

3. \_\_\_\_\_ Phone #: \_\_\_\_\_

4. \_\_\_\_\_ Phone #: \_\_\_\_\_

5. \_\_\_\_\_ Phone #: \_\_\_\_\_

6. \_\_\_\_\_ Phone #: \_\_\_\_\_

7. \_\_\_\_\_ Phone #: \_\_\_\_\_

### FIELD TRIP PERMISSION FORM

Our school may take field trips from time to time within the Jonesboro City limits. Please fill out the form below to allow for your child to attend these trips.

Name \_\_\_\_\_

Grade \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## VIDEO PERMISSION FORM

According to school policy governing the use of movies in the classroom, the principal must approve every movie shown in each classroom. In addition, we are required to send parents/guardians this notice before showing movies in our classroom.

Teachers sometimes show a movie that relates to content or occasionally as a reward. The movies can only be G or PG. Therefore, we are requesting that you please fill out this form and return it to your homeroom teacher.

### I give permission for my child to:

\_\_\_\_\_ See any movie (G or PG) that the principal approves.

\_\_\_\_\_ I want to be notified of the movie being shown before giving my child permission.

\_\_\_\_\_ I **DO NOT** want my child to watch movies at school. I understand that my child will be relocated to another room during this time.

Homeroom Teacher name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Westside School District Student/Parent Acknowledgement and Permission Form

In an effort to consolidate forms, we are asking parents and students to acknowledge receipt and grant permission on this single form. Full text versions of all policies are available in the online handbook or by request. Please review items with your student and initial the following areas as they apply and sign and return this form to the school.

(Student) \_\_\_\_\_ (Grade) \_\_\_\_\_ (Date) \_\_\_\_\_

Parents and students please **READ**, **INITIAL** each item, and then **SIGN** below.

\_\_\_\_\_ **2020-2021 STUDENT HANDBOOK AND DISCIPLINE POLICIES**

Act 104 of 1983 requires that school districts adopt written discipline policies that follow Arkansas Department of Education guidelines. The Arkansas Standards for Accreditation also require that the school shall have on file statements signed by parents and students that they have received an electronic and/or written copy (available upon request) of the school discipline policies. Students are informed the student handbook is online and that it contains the Westside School District Discipline Policies. Please understand that if your child did not score proficient or advanced on any State mandated examination administered last year, he/she will participate in a remediation program administered by the Westside Public Schools in order to satisfy state requirements.

\_\_\_\_\_ **2020-2021 COMPUTER USE AGREEMENT**

The Westside School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data). 1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement. 2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral. 3. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations. 4. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians. 5. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

\_\_\_\_\_ **2020-2021 CHEMICAL SCREEN CONSENT (Grades 8-12 only)**

As a student: I understand that to participate in extracurricular activities in the Westside School District, or exercise the privilege to drive/park on Westside School District property, I will be subject to random drug testing described in this policy. I have read this

policy and give consent to random drug testing administered by the testing agency hired by the Westside School District. I agree that I am aware that if I do not give consent to be included in the random screening process I forfeit my ability to participate in extracurricular activities or drive/park my vehicle on Westside School District property. I understand that this is a binding agreement while I am a student in the Westside School District. As a parent/guardian/custodian of this student: I understand that my son/daughter/ward agrees to be included in the random drug testing process necessary to participate in extracurricular activities or drive/park a vehicle on Westside School District property. I have read this policy and agree that my son/daughter/ward will comply with all stipulations set forth in this policy. I understand that this is a binding agreement while my son/daughter/ward is a student in the Westside School District.

\_\_\_\_\_ **2020-2021 EQUAL EDUCATION OPPORTUNITY POLICY**

Westside Public Schools does not discriminate on the basis of race, color, national origin, sex, age, qualifying handicap or military status.

\_\_\_\_\_ **2020-2021 INTERNET AND COMPUTER USE AGREEMENT**

We have read the "Computer Use" policy and the "Student Internet Use Agreement" policy that is enclosed in the Westside Consolidated School District #5 student handbook, and will abide by the statements, rules, regulations, and consequences therein.

\_\_\_\_\_ **2020-2021 PHOTOGRAPHY/VIDEO OPT-OUT FORM**

The Westside Consolidated School District and all of its schools have many opportunities to recognize students' accomplishments and activities throughout the year using photos of students. This may take the form of print newsletters, video, TV, email, website, newspaper articles, etc. Parents who **DO NOT** want their child's photograph used need to notify their child's school office in writing to prevent school or district use of their student's photo.

\_\_\_\_\_ **2020-2021 OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION FORM (ASBA 4.13F)**

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc. is not within the control of the District. I understand that the right to opt out of the disclosure information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, or institutional email address in a class in which the student is enrolled. I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the district to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

Directory information includes, but is not limited to: student name, telephone numbers, address, and email address.

Please check **Accept** if allowed or **Deny** to deny any disclosure to the following:

\_\_\_\_\_ **Accept** \_\_\_\_\_ **Deny** disclosure to Military Recruiters

\_\_\_\_\_ **Accept** \_\_\_\_\_ **Deny** disclosure to Institutions of postsecondary education

\_\_\_\_\_ **Accept** \_\_\_\_\_ **Deny** disclosure to potential employers

\_\_\_\_\_ **Accept** \_\_\_\_\_ **Deny** disclosure to ALL public and school sources. (Selecting the deny option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), and result in the student's directory information not being included in the school's yearbook and other school publications).

\_\_\_\_\_ **Accept** \_\_\_\_\_ **Deny** disclosure to ALL public sources. (Selecting the deny option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications).

*\*\* Failure to check one of the options above will be considered an "Accept" and directory information will be made available to the area it is concerning.*

\_\_\_\_\_ **2020-2021 Family Engagement Plan (ACT 557)**

I understand that the Westside School District Family Engagement Plan can be found on the school website at [www.westsideschools.org](http://www.westsideschools.org) under the state required information tab, or a paper copy can be requested through the school offices and the District Parent Center.

\_\_\_\_\_ **2020-2021 I have read and understand the student handbook and its policies**

By signing below, I acknowledge that I have read and understand all stated policies at Westside High School/Westside Middle School/Westside Elementary School and the Westside Consolidated School District. Full text policies are available in the online version of the student handbook and available upon request. If you have any questions, please call the Westside Consolidated School District at 870-935-7501.

Parent/Guardian Name (Print) \_\_\_\_\_

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

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check if you were unable to access this online. \_\_\_\_\_

# Westside Consolidated School District



# Appendices

## **Middle School Dress Code**

All students are expected to exercise neatness, modesty, and dignity in appearance and manner of dress. All dress code rulings will be at the discretion of the administration.

### **The following items will not be permitted:**

- Dress and/or appearance that cause interruption of the proper pursuit of learning or creates disorder in the classroom and/or school.
- Bare feet (shoes must be worn).
- Inappropriate tops (i.e. low cut shirts or blouses with cleavage showing, bare midriffs, halter tops, spaghetti straps, muscle shirts, backless tops, etc.). These garments must be worn no lower than the hip line or the hip bones. Baggy or saggy pants can be worn if no undergarments or parts of undergarments are visible.
- Shorts or skirts shorter than a dollar bill length from the bend of the knee. Measurement will be taken from the shortest part of the garment.
- Transparent or see through apparel unless undershirt meets dress code rules.
- Caps, hats or other head coverings (i.e., hoods, bandanas, toboggans, etc.) worn inside the building, and hoods, caps on sideways, or bandannas (any gang related apparel) worn at school or to extracurricular activities or functions, such as to ball games, dances, plays, concerts, etc, whether at home or away.
- Shirts with inappropriate slogans such as any obscene, vulgar, or suggestive messages inconsistent with school standards. Shirts advertising or promoting the use of tobacco, alcohol, drugs, or weapons are not permitted.
- Dress and appearance that represents a clear and present danger to anyone's health or safety. Example: chains (including wallet chains or chain attached to clothing), necklaces and/or bracelets with spikes or sharp points.
- Heelies or any shoe with wheels.
- Holes in jeans may not be higher than a dollar bill length above the bend of the knee if skin is showing. Absolutely no holes/slits in jeans or pants around the student's groin area or pocket areas in front or back will be tolerated if skin is showing.

- Leggings, hosiery, tight knit pants etc., may be worn with a dress, skirt, or an appropriate length shirt as long as the highest point of the shirt's hem falls loosely below the student's buttocks.
- House shoes, pajamas, or look-a-like pajamas.
- Approved clothing may be worn for administration approved special activity days.

**Minimum consequence will be verbal warning and change of clothes; maximum consequence will be In School Suspension (ISS)**

In addition to the criteria above, the faculty may develop a dress code for students representing Westside Middle School during any extracurricular activity.

Legal References:   A.C.A. § 6-18-502(c)  
                          A.C.A. § 6-18-503(c)