

Watson Chapel School District

Student Handbook

2023-2024



Mr. Tom Wilson, Superintendent
Mrs. Dee Davis, Assistant Superintendent

District Administration Office

4100 Camden Rd.
Pine Bluff, AR 71603
(870) 879-0220

Edgewood Elementary School

Grades KG-1st
4100 W. 32nd Ave.
Pine Bluff, AR 71603
(870) 879-1252
Mr. Edgar K. Cooper, Principal

Coleman Elementary School

4600 W. 13th Ave.
Pine Bluff, AR 71603
2nd Grade: (870) 879-3630
3rd - 4th Grade: (870) 879-3697
5th Grade: (870) 879-1620
Mrs. Marcia Merritt, Principal
Ms. Phyllis Cage, Assistant Principal

Watson Chapel Jr. High School

Grades 6th - 8th
3605 Oakwood Rd.
Pine Bluff, AR 71603
(870) 879-3741
Mr. Jeremy Vincent, Principal
Dr. Erica Mauldin, Assistant Principal

Watson Chapel High School

Grades 9th - 12th
4000 Camden Rd
Pine Bluff, AR 71603
(870) 879-3230
Mr. Henry Webb Sr., Principal
Dr. Brandi Strickland, Assistant Principal

School Board Members

| | | |
|------------------------------|-----------------------------|-------------------------|
| Donnie Hartsfield, President | Mack Milner, Vice-President | Alan Frazier, Secretary |
| Connie Compton | Kevin Moore | Rosemary White |

WATSON CHAPEL SCHOOL DISTRICT

SCHOOL CALENDAR

2023-2024

| | | |
|----------------|------------------------|---------|
| First Quarter | August 14-October 10 | 41 Days |
| Second Quarter | October 11-December 19 | 43 Days |
| Third Quarter | January 4-March 12 | 47 Days |
| Fourth Quarter | March 13-May 28 | 47 Days |

Important Dates

| | |
|----------------------|------------------------------------|
| August 2-4, 7-11 | Teacher Staff Development |
| August 14 | 1st Day of School |
| September 4 | Labor Day/No School |
| September 29 | WCHS Homecoming |
| October 12 | K-12 Parent Conf. /Early Dismissal |
| October 20 | Fall Holiday/No School |
| October 21 | Homecoming (UAPB) |
| November 20-24 | Thanksgiving Break/No School |
| Dec 20– 29, Jan. 1-3 | Christmas Holiday Break/No School |
| January 4 | 2 nd Semester Begins |
| January 15 | Martin Luther King Day/No School |
| February 19 | Presidents Day/No School |
| March 14 | K-12 Parent Conf. /Early Dismissal |
| March 15 | Professional Development/No School |
| March 18-22 | Spring Break/No School |
| March 29 | Good Friday/No School |
| May 17 | Graduation |
| May 27 | Memorial Day/No School |
| May 28 | Last Day of School |
| May 29-31, June 3-4 | Emergency Make-up Days |

Early dismissal for ALL students each Wednesday at 2:30 pm

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Disclaimer: As we begin the 2023-24 school term, The Watson Chapel School district, Jefferson County, Arkansas and school districts in Arkansas will be making changes based on the implementation of the LEARNS Act. Consequently, these policies may be affected by directives from Governor Sarah Huckabee Sanders as interpreted by the Department of Elementary and Secondary Education. WCSD will abide by such directives, and policies contained in the Student Handbook may change accordingly.

MISSION STATEMENTS

District Mission Statement

The Watson Chapel School District's mission is to provide a challenging curriculum that graduates every student prepared for higher learning and careers that will empower them to become productive citizens in a safe, supportive, and nurturing environment.

Watson Chapel High School Mission Statement

The mission of Watson Chapel High School is to ensure students are academically successful in becoming productive citizens.

Watson Chapel Junior High School Mission Statement

Watson Chapel Junior High School's mission is to establish a partnership with students, parents/guardians, and the community in order to provide a safe environment conducive to student's achievement through a proactive, positive and consistent manner across all school settings that will optimize growth in literacy and math skills, thus impacting all academic disciplines, as well as, social competence.

Coleman Elementary School Mission Statement

Coleman school's mission is to achieve excellence for every child every day, every opportunity.

Edgewood Elementary School Mission Statement

Edgewood Elementary strives to create an environment that gives students the opportunity to reach their full potential academically, socially, and emotionally by instilling a solid educational foundation that will secure success for a lifetime.

RESIDENCE REQUIREMENTS

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

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

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

Watson Chapel School District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court must reside within the Watson Chapel School 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 Watson Chapel School separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. 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.

ENTRANCE REQUIREMENTS

NON-DISCRIMINATION: Our district shall not discriminate against any person on the basis of sex, race, color, or national origin in its education programs. No student shall be denied equitable access to instructional services, transportation, student activities, facilities, honors, awards, learning materials, guidance, counseling, curriculum and instruction.

To enroll a student in a school in the Watson Chapel School District:

- the child must be a resident of the District as defined in District policy
- be accepted as a transfer student
- participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) 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 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. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement. Prior to the child's admission to a District school:

- The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
- The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - A birth certificate;
 - A statement by the local registrar or a county recorder certifying the child's date of birth;
 - An attested baptismal certificate;
 - A passport;
 - An affidavit of the date and place of birth by the child's parent or guardian;
 - United States military identification; or
 - Previous school records.
- The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
- In accordance with Immunizations Policy, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides within the District shall enroll and send the child to a Watson Chapel District school with the following exceptions.

- The child is enrolled in private or charter school.
- The child is being home-schooled
- The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child 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.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program.

STUDENT TRANSFERS

Any student transferring from a school accredited by the Department of Education 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.

Home and Non-Accredited Schools

Any student transferring from home-school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. Any student transferring from home school to Watson Chapel High School shall have all credits for courses evaluated by district staff and must take his/her final two semesters enrolled as a full-time Watson Chapel High School student in order to receive a WCHS diploma.

Expelled Students

Watson Chapel School District will not enroll a student who is currently serving an expulsion from another school district. The student will not be able to register until the expulsion is completed.

SCHOOL CHOICE TRANSFERS

Once your child has enrolled in school with us for the coming school-year through School Choice, your child will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment provided the student meets the applicable statutory and District policy requirements all other District students must meet (with the exception of residency in the District) to continue District enrollment

HOMESCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home-schooling at the beginning of the spring semester; or 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.

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 home-schooling their children shall provide information which might indicate the need for special education services.

Home-school students may participate in their resident district's athletic programs, fine arts programs, and special interest clubs and organizations. In order to participate, they must notify the principal within the first eleven (11) days of the fall or spring semester and before signups, tryouts, etc.

COMMUNICATION

We have implemented numerous forms of Communication; multi-language written documents and/or disability assistance are available at the school upon request. Parent/Teacher conferences are held at least twice a year, as well as a school web page and Facebook. Parents have access to email and an automated phone system that assists in providing information to parents. The school-parent compact includes the school's and staff members' responsibilities, parent activities, and ways in which both should communicate about student progress.

All parents and individuals within the community are encouraged to Volunteer in the school. Parents will receive surveys for their input and volunteer ideas. All parents are welcome to visit the school. Student grade level expectations and class information will be provided to urge Learning At Home. We encourage parents to participate in academic opportunities such as math, science and/or reading nights/days to learn ways to support student learning at home. Ongoing home information will be provided throughout the year.

Our school's Decision-Making process includes parents and advisories committees, representing each grade level. The school will strive to work with all parents in their child's academic decision making, as well as promoting parent partnerships in school recommendations and procedures. We strive to partner and Collaborate with the Community to strengthen school programs, student learning opportunities and provide access to resources for families. Parents and families will be continually informed of services such as tutoring, adult learning programs, health, recreational, community meetings, social support and other essential services.

PARENT-TEACHER COMMUNICATION

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. Two parent/teacher conferences are required each school year. Interim report cards will be issued at four-and-a-half week intervals. The first interim report will be sent home. First and third quarter report cards will be handed out at parent/teacher conferences. Report cards will not be sent home before the conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level. Teachers must notify the parent or guardian as soon as a student is determined to be failing. Teachers must document all parent contacts made and include the date, time, and outcome of the parental contact. Parents should make sure their contact information is current with their child's school.

PARENT NOTIFICATION

Parents will be notified of all suspensions, in-school suspensions and/or bus suspensions by telephone and/or written correspondence. Please provide the school with current contact information. It is the parent's responsibility to notify the school of any address or telephone changes.

THRILL SHARE COMMUNICATION SYSTEM

District and school administrators can quickly and easily create custom telephone, text, and email messages to send to parents, designated groups of students or staff, the entire student body or staff, or any other group, such as clubs, sports teams, grade levels, and special needs. Using the Thrill Share online interface and a designated toll-free telephone number, authorized administrators are able to schedule, edit, and record several messages simultaneously using this automated parent notification system.

In the event of an emergency, it is critical to inform people of the situation as soon as possible. Thrill Share Emergency Notification service is capable of contacting specific groups of staff or general populations of parents and students within moments to share information or set emergency procedures in place.

MEETING WITH TEACHERS

Please feel free to call the school, find out when your teacher's conference period is, and schedule a meeting with the teacher.

You will be receiving notices about opportunities to meet with teachers and administrators in the evening two times during the school year—these are our parent-teacher conference meetings. We hope you can make time to come see your child's school and meet your child's teachers. You are invited to visit the parent information center in your school library. If you wish to visit a classroom, you must schedule the visit through the principal's office and sign in at the office before going to a classroom or any other location in a school building.

ACCESS TO STUDENT RECORDS

Official student records shall be kept for each student attending Watson Chapel Schools in which the student is currently enrolled. Such records may include, but are not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns. Access to and release of such records will follow appropriate state and federal statutes.

Administrative Procedures for Student Records

A. Access to Records

1. Employees of the Watson Chapel Public Schools who have legitimate educational interests in a student may have access to the records of that student. Employees meeting this qualification include certified personnel who are directly involved in the education of the student and other personnel whose assigned duties are to maintain student records.
2. Parents or legal guardians of a student will have access to the student's records except that if the student is 18 years of age or older, only that student has the right to determine who, outside the school system, has access to his/her records. It will be presumed that divorced or legally separated parents maintain these rights unless legal documents to the contrary are provided to the school.
3. A parent, legal guardian, or eligible student will, upon written request to the principal maintaining the student's records, have the opportunity to inspect and review the records. The request must include a specification of the exact information being sought.
4. Compliance with the request shall be done as quickly as administratively feasible, but in no case should the time exceed forty-five calendar days after the request has been made. The person making the request

is also entitled to the opportunity to receive an interpretation of the records, the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in the records stating his/her opinion. If further challenge is made to the records, the normal appeal procedures established by the school policy will be followed.

5. A reasonable charge may be made for furnishing copies of records.

B. Release of Records

1. When a request is received for the records of an elementary student who is transferring to another school system, a copy of the tri-fold, cumulative record card and the original of all other information shall be sent to the receiving school.
2. When a request is received for the records of a junior-high student transferring to another school, a copy of the junior high student's record shall be sent to the receiving school. Permanent records for students who have transferred or dropped out shall be kept in the individual schools.
3. When a request is received for the records of a high school student who is transferring to another school, a copy of the student's permanent record form (also called transcript) will be sent to the receiving school. The original records remain in the senior high school. Permanent records for drop-out students shall be kept in individual schools.
4. Official student records may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of the individuals.
5. For release of student records to other persons or non-education agencies, written consent shall be given by the parent, legal guardian, or the student if he/she is 18 or over. This consent form will state which records shall be released and to whom they shall be released. A copy of the student record being sent will be made available to the person signing the release forms if he/she so desires.
6. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully-issued subpoena.

PARENTAL/COMMUNITY INVOLVEMENT – DISTRICT

1: Jointly Developed Expectations and Objectives

(Describe/List the District expectations and objectives for parent and family engagement. Describe/List how parents will be involved in the development of the district parent and family engagement policy. Describe/List how parents will be involved in the development and review of the School Improvement/Title I Schoolwide/Title I Targeted Assistance Plan and, if applicable, the Comprehensive Support and Improvement and the Targeted Support and Improvement plans. Describe/List how the District will submit to the State comments from parents who deem the LEA Plan unsatisfactory.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The Watson Chapel School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. The District expectations and objectives for parent and family engagement are:

Objective: Serves as the liaison between school and parents, relaying the needs of one to the other; educates teachers and staff on how to communicate and work effectively with parents as equal partners; advises and trains parents on how to address issues with the leadership staff in school meetings; serves as a school-based intermediary contact for concerns and comments made by parents and community members; provides referrals to community-based services for families; expands opportunities for continued learning, voluntary community service and civic participation; develops community collaborations; promotes sharing of power with parents as decisionmakers; helps parents understand the educational system so they can become better advocates for their children's education; maintains parent resource center.

- **Parent Involvement Resources:** Provides workshops, classes, and activities for parents at their local school on a regular basis; recruits volunteers from the community to host various workshops and classes to speak directly with parents; provides materials such as event calendars, brochures, educational resources and DVDs; creates opportunities for parents who have limited English proficiency, a disability or are underrepresented because of social economics or racial barriers to participate in education initiatives and enrichment workshops; provides technical assistance relating to parental involvement as needed locally or at the district level.
- **Program Evaluation:** Conducts surveys to assess the needs of parents at their local school; reviews annual reports to evaluate the effectiveness of their parent involvement programs; develops, analyzes, and distributes the results of parent surveys to the school's leadership team and/or Title I Director if mandated.
- **Compliance:** Keeps excellent records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents; ensures compliance of the school or district's parent involvement program with all state and federal guidelines.
- **Program Coordination and Collaboration:** Coordinates and implements research based strategies for their local school parent involvement program to engage parents in improving student achievement; collaborates with local, regional, and state organizations to create opportunities to help families understand school academic standards, assessments and report cards; collaborates with parents, teachers, and the school's leadership team to develop a family-friendly school climate; collaborates with other parent engagement professionals such as parent mentors and early education school transition coaches or other designees; promotes parents as partners by involving them in the decision-making process regarding parental involvement activities and school improvement.
- **Professional Development:** Takes part in opportunities for professional development at the local, regional, and/or state level with proper authorization; attends all local meetings and trainings for Parent Involvement

Coordinators; shares ideas and experiences with school or district staff, leadership team, and/or other parent professionals.

This committee will meet annually to review the Parental Involvement Plan. The Parent Advisory Council will meet in May to review the effectiveness of the District Parent Involvement Policy and revise the District Parent Involvement Policy for the upcoming school year. The council will ensure that a parent-friendly summary of the plan is online and in the student handbook. The district parental coordinator will coordinate the meeting. The District Parent Involvement Policy will be placed on the Watson Chapel School District homepage for parents and shared with the Department of Elementary and Secondary Education in Indistar by August 1.

Each school will establish a Parent Facilitator to oversee Parental Involvement implementation. A survey (annual review) of the effectiveness of the parental involvement policy will be utilized to get feedback. The Parental Involvement Survey from the previous year will be analyzed to better meet the needs of the Parents. In addition, a perception survey will be sent to all parents to determine perceptions of each school's effectiveness. Parents that find the plan unsatisfactory will be able to share their reasons on the survey and that information will be shared with DESE. The plan will be included into the schoolwide plan.

Watson Chapel School District will reserve a minimum of 1% of the district's Title I, Part A allocation for parental involvement. Schools will involve parents in annual meetings led by the school's parent involvement facilitator to review the school parent involvement plan.

2: Building Staff Capacity through Training and Technical Assistance

(Describe/List how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family engagement practices, inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements. Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Include information about how the district and/or schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The Watson Chapel School District provides support and technical assistance to all its schools through a district level parent and family engagement facilitator. Additionally, there is a parent and family engagement facilitator on each campus. The district level facilitator is Kerri McNeal and the building level facilitators are: Edgewood Elementary – Alexia Williams, Coleman Elementary – Angela Billingsley, Watson Chapel Jr. High School - Susan Moser, and Watson Chapel High School – Lasonya Martin. The district level facilitator communicates regularly with the school coordinators to observe practices and working with the principals to ensure training is required. This training will enhance the awareness of skills of teachers, pupil service personnel, principals, and staff reaching out to communicating with and working with parents as equal partners.

To ensure required trainings are provided, sign-in sheets are collected to document attendance at the trainings. In addition, the district will monitor each Title I, Part A School to ensure that each school performs the following tasks:

- provide coordination, technical assistance, and other support to schools in based on the Needs Assessment data, jointly-developing school parent and family engagement plans, implementing effective parent and family involvement activities, jointly-developing school-parent compacts
- Ensure professional development to train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in: the value and utility of contributions

of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, how to build ties between parents and the school

- Require minimum professional development hours for teachers and administrators
- Provide training at least annually for any volunteer.
- The school parent facilitator will assist with the development of the school's parental involvement policy. The school parent facilitator will provide an electronic copy of the school's parent involvement policy to the district Parent Coordinator. Each school's plan will be placed on Watson Chapel School District webpage and will be distributed at school parent involvement meetings.
- School Parent Facilitators will offer flexible meeting times.
- Each school's parent facilitator and principal will provide information to parents about the school's program, include parent information guide.
- Each school's parent facilitator and principal will develop and use the School-Parent Compact.
- Provide training for parents in working with their child to improve academic achievement
- Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.
- Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.
- The school's parent facilitator will provide materials and training to help parents work with their children to improve academic achievement.
- The district Parent Facilitator will attend conferences and outside trainings to provide meaningful technical assistance. Trainings will be conducted to train Administrators in every building in dealing with better ways of Communicating with Parents.
 - Copies of the Parent and Family Engagement Plan will be provided to families, in their home language who may not have access to the plan from the school's website. Also the plan summary is included with the student forms book at the beginning of each school year or given with the new student enrollment packet. Signed copies of the receipt of the forms book are kept on file at each school.
 - LEA will obtain signatures from each parent acknowledging receipt of the (district's) parent and family engagement plan at the fall Parent/Teacher conferences

3: Building Parent Capacity

(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success. If applicable, describe how each discretionary item your district and parents chose will be implemented.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

Each school has a current Parent and Family Engagement plan which is monitored by the district facilitator, Kerri McNeal. The plan is disseminated at the annual Title I meeting held each year. Parents who are not in attendance will be given instructions on how to download the plan from the district website. Additionally, a parent-friendly summary of the plan will be available on the website and available to parents in the student handbook. In order to meet the parents' various schedules, each school varies the days and times of their meetings to make sure everyone is available to attend. These meetings are held in order to inform and encourage parents to visit and volunteer at the school and to provide information to the parents.

The district will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and family engagement strategies and activities are being implemented. All Title I schools will receive

notifications and resources from the district to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district will hold monthly meetings and training with its Title I schools' principals and school Family Engagement Facilitators to review family engagement plans and activities.

Parents are encouraged to participate in the school's local parent organization which is involved with fundraising activities, Literacy Nights, Fine Arts Night, etc. Parents have the opportunity to participate in local field trips, activities during the school day, etc. Parent resources are located at each school in the parent centers and additional information is available in the school libraries. Libraries are also open on a schedule after hours to work with parents and students to improve reading levels and support student literacy growth. During the district's annual report to the public, the following components will be presented and addressed:

- Federal Funding
- State Funding
- Accreditation Status
- Enrollment Trends
- Parent and Family Engagement Policies
- Professional Development
- Standardized Testing Information
- Programs Offered
- School and District Goals
- Child Nutrition Regulations

In addition, each school will hold a meeting annually to discuss with parents the school's plan for Title I. This meeting will include information such as:

- Parent's Right to Know
- School Performance
- Compliant Procedures
- School/Parent Compacts
- Parent and Family Engagement Plans
- Rights for Disabled Parents
- School Improvement Plans
- School Curriculum
- Assessment Data
- School Safety Data

Watson Chapel would like to involve families by creating: (a) parent centers, (b) home visitor programs, and (c) action research teams which examine strategies for involving parents. These three strategies can help schools create home-school collaboration. The parent centers offer resources to assist parents on various topics. The district is also providing technology training for parents in case we have to pivot to virtual again.

The district will provide parent/student information hubs- tutorial videos for virtual learning, how to view students grades, how to utilize google documents and other needed tutorial.

The district partners with the local educational Cooperative to provide parent engagement training.

4: Reservation and Evaluation

(Describe/List how the district will share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used. If the district does not receive a Title I, Part A allocation greater than \$500,000, then the district is not required to include a description of its Reservation of Funds. If a reservation is required, then a minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. Describe/List actions for how the

annual evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

The district will reserve 1 percent from the total amount of Title I funds it receives to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, the district will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities.

The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations. Parents input is sought to allocate those funds set aside for Parent and Family Engagement activities such as Math Nights, Literacy Nights, Transition Nights, and other events. All events are aligned with the Parent and Family Engagement policy and are evaluated annually for their effectiveness and decisions are made at that time on the continuation of such programs and events. The district will ensure that the plan will be reviewed and updated annually by August 1.

5: Coordination

(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.)

Does the District Parent and Family Engagement Plan describe how the district will accomplish each of the required components?

Watson Chapel School District collaborates with many agencies in order to create learning opportunities for families. There are many community partnerships within the city of Pine Bluff.

Through collaboration with the Arkansas River Educational Cooperative, we have provided classrooms within our elementary school for children enrolled in preschool. WCSD also partners with Living Vessels Organization which provides donations for our students. Gould Youth Ministries provided meals for our students and community during the summer. Delta Network Food Bank supports our backpack program for students this school year. The Jefferson County Public Library is another active community partner. The WCSD children's librarian provides monthly calendars of library events, which are provided to all students and their families. These community partners participate in school planning, volunteer in classrooms, contribute time and money to school projects/activities and share resources.

ATTENDANCE

Attending school and arriving on time are essential to a child's success as a student. Attendance in the early school years has a lot to do with how well your child does in school later on. School attendance is also regulated by state laws that make the parent responsible. Please make every effort to have your child at school on time every day school is open.

When a child is absent from school, a note of explanation must be written, signed by a parent, and given to your child's teacher or front office when the student returns to school before the absence can be excused. If the parent's note does not contain an excuse that is acceptable to the principal, the absence will be unexcused. At the school's discretion, a parent may be required to obtain additional documentation—such as a doctor's note or a note from an agency representative—before excusing an absence. After five (5) days of a student not being present in the classroom, the parents will receive a letter from the school. After ten (10) unexcused absences the student could lose course credit, fail to be promoted to the next grade, not graduate, and/or a FINS (Family in Need of Services) could be filed with the Juvenile Court.

ABSENCES, CHECK-OUTS, AND EXCUSE NOTES

Elementary Students

A child will be considered tardy if he/she arrives at school later than 8:05 a.m. If a child leaves school before 2:50 p.m., he/she will be considered as leaving school early. Unexcused tardies may result in a conference with parent/guardian and/or filing FINS (Family in Need of Services) with the Juvenile Court. If a child is tardy due to a doctor or dentist appointment, you must bring a note from the doctor or dentist for it to be excused. Otherwise, tardies and early checkouts will not be excused. When checking out a student early, the parent/guardian must physically come into the front office and present a picture ID, the name of the person checking out the student must be listed on the information sheet. Phone calls requesting a student to be checked out **will not** be allowed.

Secondary Students

Secondary students will be considered tardy if he/she arrives in the classroom after 8:00 a.m. If a secondary student leaves school before 3:30 p.m., he/she will be considered as leaving school early. Each class period that a student is absent or tardy for will be documented by the classroom teacher. Unexcused tardies may result in a conference with parent/guardian and/or filing FINS (Family in Need of Services) with the Juvenile Court. If a child is tardy due to a doctor or dentist appointment, a note from the doctor or dentist must be brought to the school for it to be excused. Otherwise, tardies and early checkouts will not be excused. When checking out a student early, the parent/guardian must physically come into the front office and present a picture ID, matching the approved contacts in e-School. Phone calls requesting a student to be checked out will not be allowed unless the student is a registered driver on campus and the parent or guardian calls from the number listed in e-School to make the request. Students who are checked out early will sign out by the front office and provide correct information requested.

ARRIVAL AND DISMISSAL

All Students will dismiss at 2:30pm every Wednesday for the 2023-2024 school year
Edgewood Elementary School

Bus Riders: All students who are bus riders can only be changed to a car rider by a written note or phone call to the office by 2:00 p.m. No verbal communication by a student can change bus information

Car Riders: All students who are car riders must exit the car on the right side and walk on the sidewalk to the door. Parents should remain in the line and not pass the other cars in front of them. If you park and come in to pick up your child early you must have a picture ID and sign out the student.

Coleman Elementary School

Arrival: Students should not be dropped off at school before 7:30 a.m. Teachers will not be on duty until 7:30 a.m. and your children will be unattended if you drop them off earlier. All students eating breakfast should be dropped off on the 2nd grade side.

Class begins at 7:55 a.m. Students who arrive after 8:05 a.m. must go to the office for a tardy slip.

- The 2nd grade drive through is one-way going west.
- The 3rd, 4th, and 5th grade drive through is one-way going east.

Dismissal: All bus riders and van riders will be picked up on the 2nd grade side from the cafeteria. All car riders will be picked up on the 3rd, 4th, and 5th grade side from the gym. Drivers are asked to stay in the vehicle, and students will be sent to the correct vehicle. For safety reasons, please do not call students out of line. Students must follow procedures that have been established by the administration.

Watson Chapel Jr. High School

Teachers for Watson Chapel Jr. High School are on duty at 7:40 a.m. for supervision of students. If a student arrives before 7:40 a.m., they may not be supervised. Students will not be allowed to be checked out after 3:15 pm.

Watson Chapel High School

Teachers for Watson Chapel High School are on duty at 7:40 a.m. for supervision of students. If a student arrives before 7:40 a.m., they may not be supervised. Students will not be allowed to be checked out after 3:15 pm.

Student Automobile Use: Student vehicles must be registered with the security office and operated in accordance with regulations. In order to drive or park any motorized vehicle on school premises during the school day, students must secure a student parking permit for each vehicle and display it on the vehicle before the first school bell. Students may not park outside their assigned school parking zones. Students may not move or enter a vehicle during the school day. Any violation of vehicle registration and parking procedures as established by the school administration may result in loss of parking privileges. Students will not be allowed to be checked out after 3:15 pm.

ATTENDANCE POLICY

Act 1223

The goal of WCSD is to promote maximum attendance. If a student chooses an alternative goal, the following consequences will be assigned.

| Infraction | Consequence |
|------------------------------------|---|
| Each day of Absence | Upon returning to school the next morning after an absence, students must bring a signed parent note or doctor's excuse to the office or designated area before 7:50 am to get an absentee slip. If there is no note, the student will receive an unexcused absence. |
| 5 th Unexcused Absence | Student and parent will receive a letter in the mail stating the number of absences and warning them that a FINS (Family In Need of Support) petition will be filed on the 10 th unexcused absence. |
| 11 th Unexcused Absence | A FINS (Family In Need of Support) petition will be filed and the parent and student will be summoned to appear in court before Juvenile Judge Brown. Parents will pay court costs and fees. |
| 16 th Unexcused Absence | Student will be suspended from attending all extra-curricular activities which may include but not limited to: field trips, assemblies, pep rallies, games (attending or playing), JROTC/Quiz Bowl competitions, driving privileges. This rule applies to single class periods as well as full school days. |

Plan on Reformation: Privileges may be restored after 4 weeks without unexcused absence.

TARDY POLICY

| Infraction | Consequence |
|---|---|
| Tardy for 1st Period | Parent will physically sign the student in at the principal's office. If no parent is present, student is marked tardy by 1st period teacher. |
| Tardy for any other class other than 1st period | Teachers must mark a student absent within the first 9 minutes of class . If a student absentee status changes after they have entered attendance before the 9 minutes are up the teacher is responsible for updating the attendance by the end of that class period. Any student that comes in after the 9 minutes for any reason will have to go to the office or designated personnel to get a tardy slip and return to class. After the student brings the teacher the tardy slip, the teacher will correct the student's attendance. |
| 3rd Tardy | Student must meet with the B.I. and a parent will be contacted (Grades K-12) |
| 4th Tardy | Grades K-1: Students will meet with the Counselor. Grades 2-5: Student must meet with the Dean of Students and parent will be contacted Grades 6-12: Student must meet with the Dean of Students and parent will be contacted. Student will attend ZAP/Lunch D-hall accordingly. |
| 5th Tardy | Grades K-1: Student and parent must attend a face-to-face conference with the Counselor Grades 2-12: Student and parent must attend a face-to-face conference with the Dean of Students and student will attend ZAP/Lunch D-hall accordingly. |
| 6th -10th Tardy | Grades K-5: Begin the RTI process Grades 6-8: Begin the CATS program Grades 9-12: Student will be assigned detention hall for each tardy and the RTI Process will begin. Parents will be notified that a F.I.N.S will be filed if the tardies continue. |
| 11th – 15th Tardy | Parents will be notified and a F.I.N.S will be filed. |
| 16th Tardy and beyond | Student will be suspended from attending all extra-curricular activities which may include but not limited to: field trips, assemblies, pep rallies, games (attending or playing), ROTC/Quiz Bowl competitions, driving privileges for the remainder of the 9-week period. |

MISSING DETENTION HALL

| Infraction | Consequence |
|---------------------------------|--|
| 1 st miss | Student will be reassigned an additional day of detention. |
| 2 nd miss | Student and parent must attend a face-to-face conference with the Dean of Students or Administrator. |
| 3 rd miss | Student will be assigned to 1 class period of In School Suspension. The assigned period will be selected at the discretion. (Non-academic class) |
| 4 th miss | Student will be assigned to 1 class period of In School Suspension. The assigned period will be selected at the discretion. (Non-academic class) |
| 5 th miss | Student will be assigned to 1 class period of In School Suspension. The assigned period will be selected at the discretion. (Non-academic class) |
| 6 th miss and beyond | Student will receive community service project. |

Plan on Reformation: Privileges may be restored after 4 weeks without unexcused absence.

SUSPENSIONS

| | |
|-----|--|
| All | If a student receives more than one day of suspension, the day they return to school will consist of the student sitting in ISS to complete all assignments unless assignments have been completed while on suspension and turned in to the teachers. The student will attend regular classes on the following day ONLY if all assignments are complete. If the work is not complete, student will remain in ISS until finished. |
|-----|--|

WATSON CHAPEL VIRTUAL ATTENDANCE POLICY

Attendance Requirements:

Teachers will take attendance daily, but the meaning of attendance changes—virtual learning attendance is more about ENGAGEMENT than physical presence.

The Arkansas Department of Education states:

A student will be absent if the student is not:

- *Present for onsite instruction provided by the district*
- *Participating in a planned district-approved activity, or*
- *Engaged in scheduled instruction at an off-site location, including remote learning*

The Watson Chapel School District will monitor online learning for attendance:

- **Active Time Spent in LMS** – This indicates time a student is active in a course that is logged and recorded by a learning management system (LMS) and is used by the district as a method to track participation in the course.
- **Student Submissions in an LMS** – This indicates required coursework submissions by a student in a course that is logged and recorded by a learning management system (LMS) and is used by the district as a method to track participation in the course.
- **Other Indicators in an LMS** – This indicates specific feature(s) that are logged and recorded by a learning management system (LMS) and is used by the district as a method to track participation in the course.
- **Teacher Tracked Work Time** – This indicates time a student is actively working on group projects and/or offline work that is logged and recorded by the course teacher and is used by the district as a method to track participation in the course.
- **Teacher and Student Communication** – This indicates academic-based communication between a student and the course teacher or the teacher and parent/guardian and is logged by the teacher and is used by the district as a method to track participation in the course.
- **Other Indicators Tracked by the Teacher** – This is a description of student participation activities that are logged and recorded by the course teacher and is used by the district as a method to track participation in the course.

Teachers and parents may use the following as a guide:

- Elementary teachers – please keep a log of your phone/email/virtual contacts with parents. This log can be done weekly (i.e., “spoke with a certain number of parents the week of 4/6-10/20” or “received email from a specific number or parents regarding assignment on 4/7/20”). If you have not connected with a

parent during the week, please make every effort to contact them. The district will use a standardized log form to capture student contact time.

- Elementary schools will initially use weekly contact logs for tracking student engagement and academic progress. All students are expected to have contact with their classroom teacher each week, and if that is not possible, the district will develop other means to check on families or students who do not regularly check in with their child's teacher. The district may involve attendance officers and court action if attendance is not documented within 5 school days.
- Secondary teachers – please be sure to run a participation query per subject area daily and keep it in a file. Create a log of all enrolled students, by week, and mark those who have participated in the learning opportunities. If you have not seen participation from a student during the week, please reach out and make contact.

How attendance participation may look:

- Attending Zoom/Google Meet sessions
- Participating in threaded discussions
- Submitting work
- Taking an assessment online and/or by using paper/pencil
- Uploading a video
- 1:1 communication via phone/email/Google Classroom

Secondary schools will initially use the learning management system for tracking student engagement and academic progress. All students are expected to have contact with their classroom teacher each week, and if that is not possible, the district will develop other means to check on families or students who do not regularly check in with their child's teacher.

CLASS INTERRUPTIONS

Academic classes shall not be interrupted for extracurricular activities without approval by the principal. Intercom announcements shall be kept to the minimum necessary for dealing with emergency situations. Students will not be allowed to go on field trips without parental permission.

DELIVERIES TO STUDENTS

Due to the disruption to the school day and additional work for school personnel, deliveries to students during the school are prohibited. Food deliveries to students of any kind including Door Dash, Grub Hub, etc. are not allowed. These deliveries will be confiscated by the front office or school personnel. Parents of any student caught having food deliveries during the school day will be notified. Students may not receive flowers or gift-type deliveries, or party invitations at school. Such deliveries will be refused and returned. If the parent wishes to have lunch with their child, they are welcome to do so in the school cafeteria. Parents and friends of students are not allowed to bring deliveries of any kind to a student at school.

Classroom teachers may have special events, such as incentives and classroom celebrations, where parents are asked to bring food. Because of health issues the refreshments brought for these events must be purchased from a store or bakery. Homemade goods, such as cookies and cake are not allowed. Based on the Watson Chapel School District Wellness Policy, we ask that food items brought for these events contain no peanuts, peanut butter or tree nuts.

VISITATION

Contact by Parents/Guardians

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 his/her 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 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.

Contact by Law Enforcement, Social Services, or Court Orders

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department 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 Watson Chapel School 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, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. 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, custodian, 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 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 by court order, or person acting 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.

Other 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 with students at 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 shall be allowed only with the permission of the school principal and all visitors must first register at the office.

VIDEO SURVEILLANCE

Watson Chapel School Board 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. 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 rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, 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. The district may retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos 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; and 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 shall be subject to appropriate discipline action and referral to appropriate law enforcement authorities.

GUIDELINES FOR WATSON CHAPEL CAFETERIAS

Watson Chapel School District will participate in the Community Eligibility Provision (CEP) for the 2023-24 school year. This program allows all schools in the Watson Chapel School District to serve breakfast and lunch at no cost to all enrolled students without collecting household applications.

Watson Chapel School District participates in Offer vs Serve in all cafeterias. All breakfasts include an entree, fruit, fruit juice and milk. Students may pick up all 4 items or may select only 3 (including a fruit or juice) for a complete meal. All lunches include items from all 5 food groups (protein, whole grain, vegetables, fruit and milk). Students may pick up all 5 food groups, or may select only 3 (including a fruit or vegetable) for a complete meal.

Watson Chapel Junior High and High School offer a Second Chance Breakfast - which is a breakfast that can be picked up from a cart between 1st and 2nd period. The Second Chance Breakfast is available only to students who did not eat breakfast in the school cafeteria in the morning.

Menus are posted on the Watson Chapel School District Website and App. Menus are reviewed by the Watson Chapel District Wellness Committee quarterly and are in compliance with the National School Breakfast and National School Lunch regulations. If you would like to join the Wellness Committee, or if you have a question or comment about menus, please contact Paula Bailey, Food Service Director, at 870-879-9432 or pbailey@wcmail.k12.ar.us.

Students caught selling food or other merchandise will receive tier one (1) consequences and have the food or merchandise confiscated. Parents may pick up the confiscated items at the end of the school day. Items not retrieved by the parent(s) before the end of that same calendar year will be given away or disposed of by administration.

MEAL LOCATIONS:

Watson Chapel Schools are closed campuses. Students may not order out or have food delivered during the school day. Students may not sell food outside of school fundraisers at school. Foods sold for fundraisers may not be sold in cafeterias.

FOOD FROM HOME:

All foods sold or provided to students must meet the Federal Smart Snack guidelines. Therefore, we ask that you do not send food as treats to your child's class. If you wish to celebrate any special days, please talk to your child's teacher in advance and plan to bring non-food items, such as puzzles or small toys.

LUNCHES FROM HOME:

Your child is still free to bring food from home for personal consumption. Lunches may be brought to school in regular school lunch boxes or a personal size bag. Students may not bring larger quantities of food to school. Students may bring beverages with their lunch so long as they are not in glass containers—thermos bottles or foil pouch drinks are best. No food deliveries are allowed and will be confiscated by building secretaries or administration.

VENDING MACHINES

All vending machines for student use have been removed.

INSTRUCTION

Students have the responsibility to meet the requirements of graduation and/or plan of study, to seek counsel and direction in determining education goals, and to work with the teacher to try to resolve any conflicts which might arise. School staff members have the responsibility to recognize the individuality of those students seeking their advice and counsel, to make known to students and the community the broad scope of special instructional programs available in the District, and to work with students to try to resolve conflicts.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks, electronic devices provided by the school district, and necessary instructional materials shall be provided to all students free of charge. However, destruction or waste of any instructional material is a disciplinary matter. Textbooks and electronic devices are the property of the school and students are responsible for their safekeeping. If a textbook or electronic device is lost or damaged, a student or parent will be required to pay for replacement.

KINDERGARTEN GRADING SCALE

The kindergarten report card is a list of skills that are to be mastered during the year. All starred items must be mastered for promotion to first grade.

GRADING SYSTEM (Grades 1-12)

Grades assigned to students for performance in a course shall reflect the extent to which the student has achieved the expressed academic objectives of the course. Grades are reported each nine weeks and are assigned to students reflecting the educational objectives only and rules of the AR code 6-18-223. All regular courses will continue to receive: AR code 6-15-902. The following grading scale shall be used by all schools, grades 1-12, for all courses offered except advanced placement, college placement, International Baccalaureate and honors courses:

| Performance % | Letter Grade | Numeric Value |
|---------------|--------------|---------------|
| 90-100 | A | 4 |
| 80-89 | B | 3 |
| 70-79 | C | 2 |
| 60-69 | D | 1 |
| 50-59 | F | 0 |

Assignments not completed before the end of the current grading period or semester, will be entered as an M and calculated as zero points. Grade change request forms can be completed when the work is completed at the discretion of the teacher, counselor, and administrator.

GRADUATION REQUIREMENTS

The number of units a student must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit
- American History - one unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

Fine Arts: one-half (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.

CORE: Sixteen (16) units

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

Oral Communications: one-half (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)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- two units chosen from the following three categories:
 - ☐ Physical Science;
 - ☐ Chemistry;
 - ☐ Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

Civics one-half (1/2) unit

World history, one (1) unit

American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

Fine Arts: one-half (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.

| Arkansas Graduation Requirements | |
|--|---------------|
| Course Requirements | Credit |
| English Language Arts | 4 |
| English 9 | 1 |
| English 10 | 1 |
| English 11 | 1 |
| English 12 | 1 |
| Mathematics | 4 |
| Algebra I | 1 |
| Geometry | 1 |
| ADE-Approved Mathematics* | 1 |
| ADE-Approved Mathematics or Computer Science Flex Credit | 1 |
| Science | 3 |
| ADE-Approved Biology | 1 |
| ADE-Approved Physical Science (Physical Science, Chemistry, or Physics) | 1 |
| ADE-Approved third Science or Computer Science Flex Credit | 1 |
| Social Studies | 3 |
| World History | 1 |
| U.S. History | 1 |
| Civics | 0.5 |
| Economics with Personal Finance | 0.5 |
| Physical Education | 0.5 |
| Fine Arts | 0.5 |
| Oral Communications | 0.5 |
| Health & Safety | 0.5 |
| Career Focus or Content Electives | 6 |
| Total | 22 |
| Other Requirements | |
| <ul style="list-style-type: none">*Algebra II and a math beyond Algebra II or Computer Science Flex Credit required if smart CoreStudents must complete a digital course for credit – A.C.A. § 6-16-1406Students must earn a credit in a course that includes Personal and Family Finance in grades 9-12 - A.C.A. § 6-16-135Students must pass the Arkansas Civics Exam - A.C.A. § 6-16-149Students must complete CPR training - A.C.A. § 6-16-143Beginning with the entering ninth grade class of 2022-2023, a public high school student shall be required to earn one (1) unit of credit in an ADE-approved high school computer science course before the student graduates. - A.C.A. § 6-16-152 - For more information, visit https://dese.ade.arkansas.gov/ Last Update: 6.15.21 | |

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.

Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. 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 forms.

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 at least every other year 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:

- 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.

CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from a publicly supported community college, technical college, four-year college or university, or private institution with which Watson Chapel High School has an articulated agreement shall be given credit toward high school grades and graduation at the rate of one full year's high school credit for a three (3)-hour college credit course. Additionally, a three-hour college remedial/developmental education course shall be the equivalent of one-half unit of credit as a high school career focus elective and cannot be used to meet the core subject area requirements in English and/or mathematics. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective. Students will retain concurrent credit

applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

ADVANCED PLACEMENT AND BACCALAUREATE GRADING

Although Watson Chapel School District is **not** a member of the International Baccalaureate (IB) Program, students transferring into the District from another Advanced Placement (AP) or IB program will be awarded credit as outlined by the Arkansas Department of Education. Weighted Credit for designated AP and IB courses will be contingent upon the AP/IB teacher obtaining applicable training; the student taking the entire AP/IB course offered in a particular subject; the student completing the applicable test offered by the College Board for AP at the end of the AP course or the applicable test offered by IB at the time prescribed by IB. For students who transfer into Watson Chapel School District and who have credit for ADE Approved Honors Courses in their previous school as reflected on the incoming transcript, these students will receive the additional quality points (same as for AP and IB) for GPA purposes.

| <u>Percent</u> | <u>Letter Grade</u> | <u>Descriptor</u> | <u>Quality Points</u> |
|----------------|---------------------|-------------------------|-----------------------|
| 100-90 | A | Excellent | 4 |
| 89-80 | B | Good | 3 |
| 79-70 | C | Marginally Satisfactory | 2 |
| 69-60 | D | Unsatisfactory | 1 |
| 59-0 | F | Failing | 0 |

HONOR GRADUATE

To qualify for honor graduate status, students must obtain a cumulative GPA of 3.5000 or higher and meet the requirements for Smart Core graduation requirements and meet one of the following criteria: (1) have taken at least one (1) AP/Honors course per year in 9th, 10th, 11th, and 12th grade or (2) successfully completed at least four (4) AP/Honors courses prior to graduation for academic honors.

- Valedictorian: Students attending WCHS at least three (3) consecutive semesters prior to graduation with the highest grade point average shall be named valedictorian(s).
- Salutatorian: Students attending WCHS at least three (3) consecutive semesters prior to graduation with the next highest grade point average shall be named salutatorian(s).
- Academic Honors Recipient: Student must be valedictorian(s) or salutatorian(s), or be an honor graduate.
- Top Honors Banquet: Student must be valedictorian or salutatorian, or be an honor graduate, a student must meet the Smart Core graduation requirements and have taken at least one (1) AP/Honors course per year in 9th, 10th, 11th, and 12th grade or (2) successfully completed at least four (4) AP/Honors courses prior to graduation for academic honors.
- Honor Roll: Students earning all A's during a grading period shall be listed on the all A Honor Roll. Students earning all A's and B's during a grading period shall be listed on the A/B Honor Roll.

SPECIAL EDUCATION

Watson Chapel School District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

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 state and federal statutes which govern 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. Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Alternative Pathway for Graduation

Beginning with the 2020-21 School Year, incoming freshman with IEPs who are not participating in Smart Core must either meet the requirements for the core pathway or alternate pathway in order to graduate with a regular diploma. To pursue the Alternate Pathway to Graduation, the student must have a significant cognitive disability and meet the criteria for and participate in the state’s alternate assessment.

| Minimum Graduation Requirements: General (Core) Pathway | Minimum Graduation Requirements: Alternate Pathway to Graduation | Course Standards for Alternate Pathway to Graduation |
|--|--|--|
| English Language Arts 4 credits <ul style="list-style-type: none"> English 9 English 10 English 11 English 12 Oral Communication ½ credit <ul style="list-style-type: none"> Oral Communication ½ credit Mathematics 4 credits <ul style="list-style-type: none"> Algebra I | English Language Arts 4 credits <ul style="list-style-type: none"> English Exploration 9 English Exploration 10 English Exploration 11 English Exploration 12 Oral Communication ½ credit <ul style="list-style-type: none"> Oral Communication Exploration ½ credit Mathematics 4 credits <ul style="list-style-type: none"> Math Exploration I Math Exploration II | ELA Alternate Achievement Standards <ul style="list-style-type: none"> HS ELA Standards with Linkage Levels and Mini Maps DLM ELA 9-10 DLM ELA 11-12 Oral Communication <ul style="list-style-type: none"> ELA Alternate Achievement Standards for Speaking and Listening Mathematics <ul style="list-style-type: none"> HS Math Standards with Linkage Levels and Mini Maps |

| | | |
|--|---|--|
| <ul style="list-style-type: none"> • Geometry • ADE approved math 2 credits <p>Social Studies 3 credits</p> <ul style="list-style-type: none"> • American History • World History • Civics ½ credit • Economics and Personal Finance credit ½ credit <p>Science 3 credits</p> <ul style="list-style-type: none"> • Physical Science Integrated • Biology Integrated • ADE approved Science <p>Physical Education and Health 1 credit</p> <ul style="list-style-type: none"> • ½ credit Physical Education • ½ credit Health & Safety <p>Fine Arts ½ credit</p> <ul style="list-style-type: none"> • ADE approved Fine Arts credit <p>Career Focus - 6 credits</p> <p>Additional Content Credits</p> <ul style="list-style-type: none"> • Student must complete a digital course for credit • Student must earn credit in a course that includes personal and family finance • Student must pass the Arkansas Civics Exam. See A.C.A. § 6-16-149 regarding students with IEPs. • Student must complete hands-on CPR training. | <ul style="list-style-type: none"> • Math Exploration III • Math Exploration IV <p>Social Studies 3 credits</p> <ul style="list-style-type: none"> • US History Exploration • World History Exploration • Civics Exploration - ½ credit • Economics, Personal Finance, and Financial Literacy Exploration - required ½ credit <p>Science 3 credits</p> <ul style="list-style-type: none"> • Science Exploration I • Science Exploration II • Science Exploration III <p>Health and Safety 1 credit</p> <ul style="list-style-type: none"> • Health and Safety Exploration <p>Fine Arts ½ credit</p> <ul style="list-style-type: none"> • ADE Virtual Arkansas Visual Art Exploration course • Or ADE approved Fine Arts credit <p>6 additional credits</p> <p>Career Focus</p> <ul style="list-style-type: none"> • One transition-focused course each year (Community service will be embedded.) <p>Additional Content Credits</p> <ul style="list-style-type: none"> • Student must complete a digital course for credit • Student must have credit in an approved course that has financial literacy standards • Regarding the Arkansas Civics Exam, IEP teams may determine that a student with an IEP “is exempted in accordance with the student's individualized education program” (A.C.A. § 6-16-149). | <ul style="list-style-type: none"> • Math standards organized by the grade in which they may be assessed <p>Social Studies</p> <ul style="list-style-type: none"> • Alternate US History • Alternate World History • Alternate Civics • Alternate Economics and Personal Finance <p>Science</p> <ul style="list-style-type: none"> ▪ DLM HS Science ▪ Science Standards with Linkage Levels and Mini Maps <p>AR Health and Safety Alternate Achievement Standards</p> <p>Visual Art Exploration Alternate Achievement Standards</p> |
|--|---|--|

CLUBS/EXTRA-CURRICULAR ACTIVITIES

The Watson Chapel School District will offer curricular and extracurricular activities appropriate for a wide range of student interests and abilities. "Extracurricular activities" are defined as those activities, which take place

- in competition with students from other schools, or
- for an audience of non-school personnel, or
- for a purpose clearly unrelated to regular classroom activities.

Participation in such activities will be encouraged by the school district. However, the school district reserves the right to deny participation to any student under the guidelines established in the Procedures section, which follows.

PROCEDURES

Elementary Schools

In general, all activities offered by the school will be open to all students. Eligibility to participate may be revoked, at the discretion of the principal or sponsor, for any students whose general behavior does not meet acceptable standards.

Secondary Schools

- Those who do not meet the eligibility standards of the Arkansas Activities Association (in those activities governed by the AAA).
- Those who do not meet the eligibility standards of the recognized agency governing any particular activity.
- Those in grades 7-9 who did not meet the district's promotion standards, as described in Policy No. 5.10, during the previous school year.
- Those whose general behavior does not meet acceptable standards as determined by the principal.
- Those who do not meet approved guidelines established by the staff member in charge of a particular activity.

General Guidelines

- All extracurricular activities should be considered an integral part of the school's total educational program and should be subject to the same evaluative procedures as those applied to curricular activities.
- Seventh graders will be eligible for participation in all 8th grade athletic activities. A seventh grader may participate in an 8th grade sport only when special consideration is given to the physical and emotional maturity of the student and only after consultation among the athletic director, the student's principal, and the student's parents; the principal will have the final authority to declare the student eligible and will make "the good of the student" the chief criterion in making the decision.
- Ninth graders will be eligible to participate at the varsity level only if approved by sport head coach, athletic director and, high school principal.
- The maximum number of competitive activities or performances will be determined by the principal, in consultation with appropriate staff members.
- Extracurricular activities will be scheduled so that participant's absence from class is minimized.
- Interruptions of instructional time in the classroom are to be minimal.
- In general, practice time should not exceed two hours per day.
- Practice sessions will not be scheduled on Thanksgiving Day, Christmas Day, New Year's Day, or Sundays. Saturday practices are discouraged.

- Practices will not be held on days school is dismissed for bad weather unless the practice is specifically approved by the principal.
- Interscholastic activities will not be held on days school is dismissed for bad weather unless the activity is specifically approved by the superintendent's office on the recommendation of the principal.
- Activities should be scheduled to avoid the need for overnight trips.
- Any overnight stay of a non-emergency nature must be approved in advance by the superintendent's office. Overnight stays of emergency nature (due to bad weather, mechanical failure, etc.) may be scheduled at the discretion of the staff member in charge of the activity.

Non-instructional Activities

Activities of a non-instructional nature (such as class parties, pep rallies, and assembly programs) will be held only after approval by the building principal. The frequency and duration of such activities will be limited so that interference with the regular instructional program is minimized.

DRESS CODE

The district's dress code is established to prevent disruptions and minimize safety hazards. This policy is designed to promote a wholesome school climate, security, and equal educational opportunity. Students are required to wear the school uniform while in school, on school buses, and at designated school bus stops.

Edgewood/Coleman: Kindergarten – 5th grade students

- Polo style shirt (long and/or short sleeve) white, baby blue, or burgundy with 2-4 buttons
- **Khaki, Navy-Blue, or Black** pants, shorts, skirts, capris, or skorts with plain or pleated front with straight-legged, with or without cuffs, and have belt loops. All shorts, skirts, capris, skorts, and dresses **must be knee length** and fit properly and comfortably.
- **NO** cargo pants, stretch pants, yoga pants, sweatpants, wind pants, or denim of any color or kind is permitted.
- Solid color undershirts can be worn under approved uniform shirts
- Solid color belt with no markings or logos
- Coats, jackets, and sweaters may be worn over the uniform (**No hoods or head coverings of any kind may be worn in the building. If a student leaves their hood or head covering on after they enter the building the article of clothing will be confiscated and placed in the office until the end of the school day. In the case of inclement weather, the student may have to remain inside for their own safety and well-being until the end of the school day.**) All jackets must be unzipped while in the building with ID visible)
- **NO** house shoes, shoes that do not close around the ankle, crocs, and/or flip flops.
- **BACKPACK:** The district is requiring clear backpacks and the first one will be provided to all students.

Watson Chapel Jr. and Sr. High School: 6th – 12th Grade Students

- Polo style shirt (long and/or short sleeve) with 2-4 buttons
 - 6th Grade – Red Polo Shirt
 - 7th Grade – Baby Blue Polo Shirt
 - 8th Grade – Burgundy Polo Shirt
 - 9th Grade – Hunter Green Polo Shirt
 - 10th Grade - Light Gray Polo Shirt
 - 11th Grade – Blue Polo Shirt
 - 12th Grade – White Polo Shirt
- **Khaki, Navy-Blue, or Black** pants, shorts, skirts, capris, or skorts with plain or pleated front with straight-legged, with or without cuffs, and have belt loops. All shorts, skirts, capris, skorts, and dresses **must be knee length** and fit properly and comfortably.
- **NO** cargo pants, stretch pants, yoga pants, sweatpants, wind pants, joggers, or denim of any color or kind is permitted.
- Solid color undershirts can be worn under approved uniform shirts
- Solid color belt with no markings or logos
- Coats, jackets, and sweaters may be worn over the uniform (No hood or head coverings of any kind may be worn inside the building unless documented permission given by a clergy member or doctor for religious or medical reasons.) All jackets must be unzipped while in the building with ID visible)
- **NO** hat, head scarf, bandana, or other head covering is permitted, except for religious or medical reasons. Students that are required to wear head covering must provide documentation from clergy or doctor and

will be allowed on a case by case instance. Scarves may be worn for warmth outside the buildings, but not worn inside the building. Hoods attached to coats, jackets, or sweaters may be pulled up over the head outside the buildings for warmth; hoods may **NOT** be worn pulled up on the head inside buildings.

- **NO** house shoes, shoes that do not close around the ankle, and/or flip flops.
- Lanyards with school identification must be worn at all times during the school day on top of outer garments
- **BACKPACK:** The district is requiring clear backpacks and the first one will be provided to all students.

| Infractions | Consequences |
|-------------------------------------|--|
| 1st & 2nd Dress Code Violation | <ul style="list-style-type: none"> ▪ 1st-7th period teachers will check students for dress code violations in the first 2 minutes of class (examples) (Wrong Color Shirt or No Shirt, No ID, No Belt, Sagging Pants, Flip Flops, House Shoes, Do- Rag/Head Covering Garment) ▪ If the dress code can be fixed without loss of classroom time, the student will fix the violation. ▪ If not, the teacher will need to contact the parent during that day to report the dress code violation & ask the parent to make sure the student meets the dress code in the future. ▪ The teacher will document this parent contact <p><i>*The following dress code violations should be sent immediately to the office: exposed skin, inappropriate logos ONLY. Any other violations the student will remain in class.</i></p> |
| 3rd Documented Dress Code Violation | Teacher will send a referral to the Dean of Students. Teacher must include the documentation of student and parent contact with date, time, and method of contact along with the referral. |
| 4th Documented Dress Code Violation | Teacher will send a referral to the Asst. Principal/Principal. Teacher must include the documentation of student and parent contact with date, time, and method of contact along with the referral. Dean of Students will provide documentation from previous violation. |

EMERGENCY CARE AND TREATMENT

In the event a student becomes ill or injured while at school, school personnel will attempt to notify the parent/guardian or other contacts on record. It is important that the parent or guardian keep school personnel informed of any changes in emergency contact information including names and phone numbers. In the event of a life-threatening illness or injury, 9-1-1 will be called to dispatch EMS/ambulance services. At the direction of the school nurse. The parent/guardian is responsible for any expenses. Rendering of first aid by school personnel will depend on the experience and judgment of the personnel involved.

Students who are ill should be kept at home. If the temperature is over 100 degrees the child should remain at home. The student should be fever free for 24 hours without the use of fever reducing medication before returning to school. Students having vomiting or diarrhea not related to an ongoing stomach disorder should not come to school. Stomach viruses are contagious and can easily spread.

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or guardian. The student will remain in a place where he/she can be supervised until the end of the school day or until the parent/guardian can check the student out of school.

COVID-19

- Any staff or student being tested for covid-19 should notify the district POC at (870) 550-4646
- Any staff or student test positive for Covid-19, please notify the POC at (870) 550-4646
- Any staff or student has any signs or symptoms of Covid-19 they should stay home and get tested until they have a negative test result or symptom free

MEDICATION GUIDELINES

Prior to 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 school district 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.

Parents or guardians should administer medications at home, unless specifically ordered by a provider with prescriptive authority (MD, DO, APRN, DDS, OD) to be given during school hours. The following guidelines are in place in order for medication to be administered at school.

1. A current school year prescription written by a provider must be on file. Orders do not carry over from year to year. All medications and supplies **MUST** be provided to the school by the parent.
2. A parent or guardian must sign permission for the medication to be given at school for any student under 18 years of age.
3. No over the counter (OTC) medication (such as Tylenol, Motrin, cough syrup, antacids) will be given at school without a written provider order.

4. All medication must be in the original pharmacy container with the prescription label on the container. OTC medication must be in the original factory labeled container. The pharmacy will provide a separate labeled bottle so medication that may need to be given at home and at school will be in properly labeled containers.
5. Medication is to be brought to school by a parent or guardian or other designated adult. At no time should any medication be in the possession of a student except as noted below.
6. Medication will be counted by the nurse and parent/guardian and a receipt given to the parent/guardian to show the medication was received.
7. All controlled substance medications will be stored in a double locked mounted cabinet in the health office.
8. Students who need to carry an Epi-pen, inhaler, or diabetic supplies in their possession at all times must have a provider order to do so. Parents/guardians are encouraged to provide the health office with an Epi-pen or inhaler so the medicine is available in case the student forgets to bring the medication with them to school.
9. Medications that have expired or been discontinued must be picked up by a parent or guardian. This includes medication left over at the end of the school year. Any medication not picked up will be destroyed in compliance with Arkansas Department of Health Division of Pharmacy Services.
10. Students who are found to have medications on their person without a provider order on file will:
 - a. Surrender the medication to the principal who will contact the parent
 - b. If students are found to have controlled substance medications on their person the Resource Officer will be notified. The medication will be turned over to the Resource Officer. Understand that carrying non-prescribed controlled substances can result in arrest.

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 be administered Glucagon, insulin, or both 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 that the student has:

1. An IHP that provides for the administration of Glucagon, insulin, or both in an emergency situation; and
2. A current, valid consent form on file from their parent/guardian.

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

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases 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 a parent/guardian. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

Standard precaution 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). The district shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunizations which shall be education records.

REQUIRED IMMUNIZATIONS FOR SCHOOL ATTENDANCE

Watson Chapel School 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. The only types of proof of immunization the District will accept are immunization records provided by a:

- Licensed physician;
- Health department;
- Military service; or
- Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record. In order to continue attending classes in the District, the student must have submitted:

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived. Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

HEAD LICE

"Head Lice" are parasitic insects found in the hair or scalp of humans. Head lice are transmitted from one person to the other by direct head to head contact. Lice do not spread disease. The school nurse may examine students on a random basis for lice infestation. A parent or guardian of any student found to have infestation of lice will be contacted so that treatment can begin. The nurse can provide the parents/guardians with verbal and or written information on lice treatment and prevention.

HEALTH SCREENINGS

The school district will conduct annual health screenings in the following areas as required by the Department of Education and the Department of Health:

- A. Dental screening
- B. Vision screening
- C. Hearing screening
- D. Scoliosis screening
- E. Body Mass Index (BMI).

School nurses will make the necessary arrangements for these screenings. Parents or guardians that do not wish to have their child screened must provide a written refusal to the school before August 31 as screens will begin the first week of September.

ACCIDENT INSURANCE

If students or parents wish to purchase accident insurance, they may do so at the beginning of school. The school district pays for limited accident insurance—such as for athletics and school bus liability—but paying for medical expenses related to a student being hurt at school is the parent’s obligation, not the schools. ***The insurance forms can be picked up in the front office of the school.*** For this reason, we allow a private insurance company to make insurance available to everyone who wants to buy it at the beginning of the year. If you do not already have private health insurance, we suggest that you purchase the accident insurance that is offered. When students covered by insurance are injured, they should fill out claim forms from the office as soon as possible, and the school will forward them to the insurance company.

TOBACCO AND TOBACCO PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, E-cigarettes, vapes and/or vaping devices, 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. This policy shall also apply to school sponsored events that are held off school property.

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, or under any other name or descriptor.

DRUGS AND ALCOHOL

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 Watson Chapel 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 or about school property; attends school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is in route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter 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, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

VAPING

The Watson Chapel School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

In 2018, nearly half (44.3%) of 12th graders reported using an e-cigarette at least once during their lifetime, up from 39.3% in 2017. For 10th graders, the percentage is 36.9%, up 6.4 percentage points from 2017. Even children in intermediate grades are getting their hands-on e-cigarettes: 6.8% of sixth graders reported that they have used an e-cigarette at least once during their lifetime.

The health and safety of our students is a top priority, so we feel it is necessary to inform you of a major concern in schools across the country. The presence and use of e-cigarette/vaping devices have drastically increased among teens and adolescents. We take this issue seriously and are concerned with the effects these devices have on our students. We would like to provide you with some valuable information regarding vaping. We are aware there are varying levels of understanding, so we will attempt to answer some basic questions.

What is vaping?

Vaping is the act of inhaling a vapor that is produced by an electronic vaporizer or e-cigarette. The vapor comes from heating flavored liquids that may contain nicotine, marijuana/THC, cocaine, or other drugs. These flavored liquids release a very strong sweet smell into the air when vaporized.

What do vape devices look like?

Vaporizers come in various shapes and sizes that you can view in the links below. The most common form we've seen is a Juul, which looks like an electronic flash drive that plugs into a USB port for charging. These devices can be quite small and can easily be concealed with normal backpack/school-related items.

What are the dangers of vaping?

Varying information has created misconceptions about vaping, however, **VAPING IS NOT A SAFE ALTERNATIVE TO SMOKING**. The medical community has conducted many studies and released many warnings. The biggest risks involve nicotine dependency, stunted brain development, vape juices that contain multiple known carcinogens (cancer causing elements), and many respiratory diseases.

Where are kids getting vaping devices?

Although it is illegal for stores to sell vaping items to anyone under 18, our students are getting their hands on them. Online purchasing without age verification, getting a device from a family member or friend, or buying them from random people all seem to be sources of distribution.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by the Watson Chapel School District;
- on any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Watson Chapel School District; or
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of Watson Chapel School District; Schools also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings, if the activity is conducted or supervised by the faculty member overseeing the instruction or research project, and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

We work closely with our local police department, which enforces state laws and local ordinances as they pertain to these devices.

Consequences

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Watson Chapel School District tobacco use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and/or referral.

- Engaging in the selling, using, possessing or dispensing of tobacco, nicotine, marijuana/THC, cocaine, other drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of vaping device or e-cigarette. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Students in violation of these rules – in possession or using electronic cigarettes in school or on school grounds – are subject to immediate confiscation of the electronic cigarette and will face appropriate disciplinary consequences. Parents/guardians will be notified of all violations and actions taken by the school. School discipline structure is as follows:

First Offense: Level I consequence with required parent conference and possible recommendation to guidance counselor, nurse, or other health professional.

Second Offense: (level Up to Level II) One-day suspension and required conference w/administrative and/or district team members.

Third Offense: Any level III consequence up to a referral to the school board for expulsion.

Educating our students takes a teamwork approach as school staff and families must work together. Thank you for your time and please reach out if you have any further questions.

Definitions

For the purposes of this policy, the following definitions have the following meanings:

- 1) “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
- 2) “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
- 3) “Tobacco Product” means: (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah; (c) “tobacco product” includes any component, part, or accessory of a tobacco product.
- 4) “Tobacco use” means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

PERSONAL ELECTRONIC DEVICE POLICY

Please note that Watson Chapel School District will NOT assume any responsibility or liability for loss, theft, damage or destruction of any personal electronic devices and/or components of that device (cases, chargers/cords, earphones/earbuds/pods, etc.). WCSd personnel will NOT investigate the theft, loss, or damage of any personal electronic device or accessory associated with the device.

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

*This policy does not apply to school-issued PC/ laptop computers and/or electronic devices.

To better ensure personal electronic devices are not used for any activity prohibited by the WCSd Code of Conduct and to protect the lives and well-being of our students and staff we have enacted an electronic policy prohibiting the use of and or possession of electronic devices on school property during the school day for students. Please read the updated policy carefully and discuss its importance with your child/children. We at Watson Chapel are striving to build strong, healthy, happy, productive citizens. We believe one of the steps to this is to protect our children from the addictive and damaging effects of overuse of electronic devices and social media.

Personal electronic devices cause many disruptions in the educational process and have been used by students for unethical or illegal purposes. Past prohibited uses have included, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people. Personal electronic devices provide access to obscene, threatening or otherwise inappropriate material via many forms of electronic communication. Live streaming and social media posting during the school day has become a detriment to the well-being and mental health of students and staff. Each school campus' electronic device policy details are found below.

Edgewood & Coleman Elementary School: Elementary school students are **NOT** permitted to use personal electronics devices at school. Students who are caught using an electronic device during school hours will have the device confiscated. The students' parents will be contacted to come and retrieve the device.

Watson Chapel Jr. High & Watson Chapel High School: Watson Chapel Jr. High and High School students are **NOT** permitted to use personal electronics devices during the school day on school property. It is **STRONGLY RECOMMENDED** that any student possessing an electronic device power it off and ensure its security. Any student caught using an electronic device on school property, school buses, or at school sponsored events between 8:00 am and 3:30 pm will have the device confiscated and turned in to the office. Parents will be notified so they can come retrieve the device. Any student who violates school policies or procedures using an electronic device on school property between 8:00 am. and 3:30 pm. During the school year will face the following consequences:

STUDENT VIOLATION OF PERSONAL ELECTRONIC DEVICE PROCEDURE K-12

General Use: Includes, but is not limited to, any use of or communication with a phone or other electronic device or having the phone out visible.

Punitive Use: Includes, but is not limited to, any use of or communication with a phone or other electronic device that disrupts the learning environment or harms another student or person.

- **First Offense:** If a student is found to be in violation of the Personal Electronic Device Policy *for general use*, he/she will be asked by the school personnel to put the phone away (Warning). If the student complies no further action is needed. The warning will be documented.
- **Second Offense:** If a student is found to be in violation of the Personal Electronic Device Policy for general use, he/she will be asked by school personnel to surrender the device until the end of the class period. If he/she does so, and it is the second offense, the students' personal electronic device will be confiscated and the student is able to pick up the personal electronic device at the end of that period. Parents will be notified of the 2nd offense and asked to speak with their child about the consequences if the policy is violated again.
 - If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent or guardian only. If the student continues to refuse this moves to a Level II offense.
 - If the student still refuses to surrender the device after parent intervention, he/she will be subject to further discipline of a Level II offense.
- **Third Offense:** If a student is found to be in violation of the Personal Electronic Device Policy for general use, he/she will be asked by school personnel to surrender the device. If he/she does so, and it is the third offense, the students' personal electronic device will be confiscated and a parent/guardian must come to the school and pick up the personal electronic device the day of the offense.
 - If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, the device will be returned to a parent or guardian only. If the student continues to refuse this moves to a Level II offense.
 - If the student still refuses to surrender the device after parent intervention, he/she will be subject to further discipline of a Level II offense.
- **Fourth Offense:** If a student is found to be in violation of the Personal Electronic Device Policy for general use, he/she will be asked by school personnel to surrender the device. If he/she does so, and it is the fourth offense, the students' personal electronic device will be confiscated and a parent/guardian must come to the school and pick up the personal electronic device the third (3rd) day after the offense.
 - If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device.

If the student does so, the device will be returned to a parent or guardian only. If the student continues to refuse this moves to a Level 2 offense.

- If the student still refuses to surrender the device after parent intervention, he/she will be subject to further discipline of a Level II offense.

- **Fifth Offense:** If a student is found to be in violation of the Personal Electronic Device Policy for general use 5 or more times in the same semester the student will have the personal electronic device confiscated and lose the privilege to have possession of the electronic device for a nine-week (9 week) period on campus.
 - If the student is found to have a personal electronic device during the 9-week period, the administrator will issue a punitive phase of level II consequences, and/or confiscate the phone for the remaining 9-week period.

Punitive Offense: If a student is found to be in violation of the Personal Electronic Device Policy for punitive use the student will have the personal electronic device confiscated and lose the privilege to have possession of the electronic device for a nine-week (9 week) period on campus. Depending on the severity of the violation and the Student Code of Conduct the student may be assigned a level III consequence up to and including expulsion.

- If the student is found to have a personal electronic device during the 9-week period, the administrator will issue a punitive phase of level III consequences, and/or confiscate the phone for the remaining school year.

WATSON CHAPEL SCHOOL DISTRICT

Bullying Policy

Adopted 8/12/2019

BULLYING, INTIMIDATION, AND HARASSMENT

I. ANTI-BULLYING POSITION:

A. The Watson Chapel School District is committed to providing a safe and caring learning environment which fosters respect for others and for each of its students.

B. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats.

C. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. This school district will not tolerate bullying or any behavior that is considered to be intimidating, harassing, or causing fear or hurt to another person.

D. The purpose of this policy is to prevent and prohibit bullying, intimidation, and harassment of any kind in any school setting, including but not limited to the following:

1. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school-sanctioned events.
2. When students are on their way to and from school and they are not under the direct supervision of a parent or guardian.
3. By an electronic act that result in the substantial disruption of the orderly operation of the school or educational environment.

II. DEFINING AND CLARIFYING THE INTENT OF THIS POLICY:

A. "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 causes or creates a clear and present danger of:

1. Physical harm to a public-school employee or student or damage to the public-school employee's or student's property;
2. Substantial interference with a student's education or with a public-school employee's role in education;
3. 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
4. Substantial disruption of the orderly operation of the school or educational environment.

B. Cyberbullying ("Electronic act") means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device and/or computer.

1. This section shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

C. “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.

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

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

III. DEFINING CONDUCT BY EXAMPLES OF BULLYING BEHAVIOR THAT IS PROHIBITED:

A. Physical behavior:

1. Intentionally endangering the welfare of others. Such behaviors are limited to, but include the following:
1) Hitting, 2) kicking, 3) punching, 4) pushing, 5) shoving, 6) spitting on, 7) poking, 8) blocking, 9) tripping.
2. Other examples of physical bullying include: 1) Unwanted touching, 2) rude gestures, 3) using gang signs, 4) taking or damaging something which belongs to someone else, 5) forcing others to hand over food, money, or anything which belongs to them, 6) making someone do something they don’t want to do.

B. Verbal behavior:

- 1) Name calling, 2) teasing, 3), bossing, 4) threatening, 5) making fun of someone because of their appearance, physical characteristics, or cultural background, 6) making fun of someone’s actions, 7) circulating inappropriate notes and/or drawings

C. Cyberbullying behavior:

1. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, ridicule, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person’s true or false identity.
2. Cyberbullying behavior may involve posting sensitive, private information about another person.

D. Indirect behavior:

1) Excluding others from activities or a social group, 2) spreading rumors about others, 3) encouraging other people to violate this anti-bullying policy, 4) using other people to threaten, intimidate, humiliate.

IV. REPORTING BULLYING BEHAVIOR:

A. Anyone who witnesses, or has reliable information that a pupil has been a victim of bullying, as defined by the district, shall report the incident to the principal of the school.

B. Any adult or student who has knowledge of any instance of bullying is encouraged to report this information to school officials without fear of consequences.

C. Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully should notify a school counselor, teacher, or principal.

D. Students, parents, or teachers who report a bullying incident will not be subject to retaliation or reprisal in any form.

E. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of a student, who is suspected of bullying, shall be subject to disciplinary action.

V. DISTRICT'S PREVENTIVE COURSE OF ACTION

A. Written notices:

1. Notices of what constitute bullying, that bullying is prohibited, and the consequences of engaging in bullying shall be posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus in the district.

2. Copies of these notices with the same information shall be provided to parents, students, school volunteers, and employees.

3. Full copies of this policy shall be made available upon request.

B. Employees and students are encouraged to take advantage of opportunities to participate in programs and other activities to develop the knowledge and skills to prevent and respond to acts covered by this policy. The district will assist with programs and educational materials as is feasible.

VI. CONSEQUENCES:

A. The penalties for violation of this policy include warning and parent notification as a minimum and expulsion from school as a maximum.

B. Prior to final action, school officials will consider the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior. *[Legal Reference: Arkansas Code Annotated: 6-18-514]*

SUICIDE PREVENTION

National Suicide Prevention website: <http://www.suicidepreventionlifeline.org/>

These signs may mean someone is at risk for suicide. Risk is greater if a behavior is new or has increased and if it seems related to a painful event, loss, or change.

Seek help as soon as possible by contacting a mental health professional or by calling the **Lifeline at 1-800-273-TALK (8255)**

If you or someone you know exhibits any of the following signs:

- Talking about wanting to die or to kill themselves
- Looking for a way to kill themselves, such as searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing their use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or isolating themselves
- Showing rage or talking about seeking revenge
- Displaying extreme mood swings



WATSON CHAPEL SCHOOL DISTRICT
4100 Camden Road
Pine Bluff, AR 71603

July 11, 2023

Dear Parents/Guardians,

In the Watson Chapel School District, we think it is as important to teach positive behavior as well as academics. In an effort to teach expected behavior, all schools in the Watson Chapel District will continue to implementing the use of **PBIS (Positive Behavior Interventions & Supports)** for the 2023-2024 school years. **PBIS** is a proactive process to improve school climate and social behavior in schools. **PBIS** will model the District Wide behavior matrix and expectations of **ROAR** which stands for R-Respect, O-Organized, A-Attentive and R-Responsible. **PBIS** will help to make our schools a more positive, respected and a fun place to learn.

Our school district has developed a small set of clearly defined expected behaviors that the teachers and staff will teach, model, and reinforce. We will use school-wide data to monitor and address behavior issues in common areas. As a district, we will take the first few weeks of school to teach the expected behaviors that are printed on the back of this letter. This copy is provided for you to discuss and reinforce expectations with your child. You will hear many good things about **PBIS** activities and rewards from your child throughout the year.

Thank you for your continued support of our students and our School District as we work to improve the academic experiences for your child/children. We look forward to a very positive 2023-2024 school year in the Watson Chapel School District.

Enjoy your summer with your children!

Sincerely,

The Watson Chapel School District PBIS Team

PBIS BEHAVIOR MATRIX

Edgewood Elementary

| | Hallway | Bathroom | Cafeteria | Classroom | Playground | Assemblies | Car Line | Bus Line/Bus | Daycare Line |
|--------------------|--|---|--|--|--|--|---|--|---|
| Respectful | Be respectful of classes while passing use quiet voice | Flush the toilet and give privacy | Do not talk with food in your mouth Keep voice level to a minimum | Use manners and be polite Take turns speaking | Take turns, use positive talk, and be nice to everyone | Listen to the speaker Voice level 0 Keep hands to yourself | Sit quietly and listen for your name to be called | Keep voice level at a minimum Share your seat Listen to the teacher/bus driver | Sit quietly and listen to the teachers |
| Organized | Keep hands and feet to yourself | Line up and wait your turn | Put tray up quietly | Bring materials and homework to class Keep a clean organized desk | Line up quickly in designated spot | Sit correctly Criss Cross Applesauce | Walk to the cafeteria correctly Sit correctly | Walk to your designated bus line Sit correctly in line and on the bus | Walk correctly in the hall Stay with your daycare line |
| Attentive | Walk on correct right-hand side, third square of the hallway | Report any issues Use your best bathroom manners | Check around you for all trash | Listen for teacher instructions and raise your hand | Stay away from unfamiliar adults or animals | Give attention to the speaker Participate when asked | Listen for your name to be called Walk on the sidewalk away from traffic | Listen for your bus number to be called Pay attention as the bus stops | Watch for daycare van to arrive |
| Responsible | Walk and follow hall rules during bathroom and water breaks | Wash hands, flush, and close the door | Throw all trash away and wait your turn | Bring materials and homework to class | Tell the teacher if you see unsafe behavior | Sit with your class | Walk, not run to your car | Walk to your bus when your bus is called Get off at your destination | Walk, not run to your daycare van |


Coleman Elementary

| | Arrival | Hallways | Classroom | Lunch | Bathroom | Assemblies | Indoor/ outdoor Recess | Entering the Office/ Building | Dismissal/Bus/ Pick Up Line |
|--------------------|--|---|--|--|---|--|--|--|---|
| Respectful | Use inside voices. Greet everyone. Use positive words and actions. | Follow all instructions. Keep hands, feet, and objects to yourself. | Follow all instructions. Speak when it is your turn. Use positive words and actions. | Follow all directions. Use your manners. Use inside voices. | Honor privacy. Flush the toilets and throw paper towels in the trash can. | Enter the gym quietly and in line. Sit in assigned area and focus on the performance. | Follow all procedures in a given location. Wait your turn. Use positive words and actions. | Wait quietly until acknowledged. Use positive words and actions. | Follow all instructions and line up quietly. Use positive words and actions. Keep hands, feet, and other objects to yourself. |
| Organized | Walk into the building. Keep hands, feet, and other objects to yourself. | Walk on the right side of the hall. | Bring all materials and homework to each class. | Get milk, napkins, and eating utensils. | Wait your turn. | Stay with your class. | Use the restroom and get water before the bell rings. Line up promptly. | Enter and exit quickly. Have your information ready. | Have all materials ready to take home. Remain in class until your bell rings and walk to the buses/ pick up line quietly. |
| Attentive | Sit in the assigned location. Follow all instructions. | Listen to all instructions. | Participate in all class activities. Sit in assigned seats. | Sit with you class. Keep voices low while being dismissed. Only eat your food. | Wash your hands with soap. | Participate during speaker led activities. | Share equipment. Respond to the whistle and bell immediately. | Wait on instructions. Wait your turn. | Listen and watch for you vehicle quietly. |
| Responsible | Keep up with your own items. Arrive in an orderly and calm manner. | Go directly to the location. Face forward and stay together in line. | Be on time. Complete and turn in all assignments. | Clean up your area. Stay seated until your table is dismissed. Place your tray in the trash can. | Enter and exit quickly. Return to class promptly. Report any issues to a teacher. | Listen and follow all directions. Take all handouts that are given with you. | Use equipment properly. Report conflicts. | Keep your hands, feet, and other objectives to yourself. Only address the adults in the room. | Walk to the correct bus or vehicle. Wait for permission to walk in the crosswalk. |

Watson Chapel Jr. High School

| | Classroom | All Settings i.e. assemblies, pep rally, etc. | Cafeteria | Bathroom | Hallways | Gym/Lunch Areas | Computer Lab | Buses |
|-----------------------|---|--|---|---|--|---|--|---|
| Respectful | Active listening Actively participate Complete all assignments Remain in assigned location | Follow dress code Use manners Be nice and courteous Show appreciation Respect other opinions | Remain in designated areas Clean your eating area Dispose of food properly Form a straight line, wait your turn | Do your business and return to class Flush the toilet Dispose of trash in appropriate receptacles Wash hands Report problems, vandalism, etc. | Make sure you have a valid hall pass Get to your designation before the tardy bell sounds Sharing lockers are prohibited Pick up your trash Congregating in the hallway is not permitted | Dispose of trash in appropriate receptacles use equipment properly Be on time for prepared activities Keep your hands and feet to yourself | Follow computer lab rules Use equipment properly Access appropriate websites Stay in assigned seats Report any incidents | Stay seated while the bus is moving Keep your body and belongings inside the bus Commit to being safe Stay in assigned seats Report any incidents |
| Organization | Be seated before the bell rings Complete school uniform Bring all materials to class Keep my work space neat and organized | Be on time Leave things in their proper place | Keep all fines and fees paid Sit in designated areas | Bring all necessary supplies Utilize the 5 minutes between class to handle bathroom matters | Keep all materials in hand or backpack Have appropriate hall pass if asked Ask permission from teacher to go to another class, office, etc. | Personal items should be kept in view of all times Bring your gym clothes with you daily | Bring all required materials with you If you borrow, return it to the rightful person | Keep all your materials in your personal space Be aware of your surroundings at all times Know your bus number and your bus stop |
| Attentive | Be a good listener Use appropriate voice level Be aware of your surroundings | Be a good listener Use appropriate voice level Be aware of your surroundings | Wait in line for your turn | Report problems, vandalism, etc. | Obey the bells Pay attention to your surroundings Keep moving during transition time | Remain in designated areas Personal items should be kept in view of all times | Follow computer lab rules Use equipment properly | Listen to the bus driver Use appropriate language |
| Responsibility | Keep area clean Follow instructions the first time Be safe | Keep area clean Follow instructions the first time Be safe | Follow instructions Listen to adults Exhibit good table manners Food from the cafeteria should remain in the cafeteria | Respect the privacy of others Keep hallways clean | Keep hands and feet to yourself Observe others personal space Abstain from yelling or the use of obscene language | Follow adult directions Use appropriate language Obey all emergency procedures/drills | Follow directions use your inside voice Raise your hand to be recognized | Follow directions At dismissal immediately board your bus Listen to the bus driver Use appropriate language Use your inside voice |

Watson Chapel High School

| WCHS | | WILDCATS ROAR | | | | | | |
|---|---|--|---|--|---|--|--|---|
|  | Classroom | All Settings i.e. assemblies, pep rally, etc. | Cafeteria | Bathrooms | Hallways | Lunch Areas/Pavilion | Parking Lot | Buses |
| R Respectful | I will... *respect others' space, property and opinion. *raise my hand to be recognized. *use appropriate language and tone. | I will... *follow dress code. *show appreciation. *respect others' space and opinion. | I will... *remain in designated area. *clean up my eating area. *form a straight line and wait my turn. | I will... *flush the toilet after use. *wash hands. *respect the privacy of others. *respect the surroundings. | I will... *keep moving between classes. *abstain from yelling or use of obscene language. | I will... *keep my hands and feet to myself. *use appropriate language. | I will... *park in assigned spot. *follow parking lot arrows. | I will... *listen to the bus driver and follow all directions. *use appropriate language and voice. |
| O Organized | I will... *be seated before the bell rings. *keep my work space neat and organized. | I will... *be on time. *leave things in their proper place. | I will... *keep all fines and fees paid. *sit in designated area. | I will... *bring all necessary supplies. *dispose of trash in appropriate receptacles. | I will... *keep all supplies in hand or backpack. *have appropriate hall pass. | I will... *keep my personal items in view at all times. | I will... *get all materials from vehicle prior to first period bell. *keep my parking decal visible. | I will... *keep all of my materials in my personal space. *be aware of my surroundings at all times. |
| A Attentive | I will... *be a good listener and pay attention. *bring all needed materials to class. | I will... *be a good listener. *use appropriate voice level. *be aware of my surroundings. | I will... *wait in line for my turn. *listen for instructions. | I will... *use the restroom and return to class quickly. | I will... *obey the bells. *pay attention to my surroundings. | I will... *remain in designated areas. | I will... *be aware of surrounding s and others driving or walking in parking lot. *report any suspicious activity. | I will... *stay seated in assigned seat while the bus is moving. *know my bus number and my bus stop. |
| R Responsible | I will... *follow instructions the first time. *always ask permission. *follow dress code. | I will... *keep area clean. *follow instructions the first time. *obey all emergency procedures and drills. | I will... *follow instructions the first time. *exhibit good table manners. *keep cafeteria food in the cafeteria. | I will... *report problems, vandalism, etc. *utilize the 5 minutes between classes to handle bathroom matters. | I will... *have a valid hall pass. *keep my hands and feet to myself. *observe others' personal space. *use only my locker. | I will... *follow instructions the first time. *dispose of trash in appropriate receptacles. | I will... *follow school parking lot speed limit (5mph). *avoid loitering around vehicles at all times. *keep the area clean. | I will... *immediately board my bus at dismissal. *report any incidents. *be a positive role model to the younger kids on the bus. |

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection. Parent must personally return this to the secretary.)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Watson Chapel School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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 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.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters _____

Deny disclosure to Institutions of postsecondary education _____

Deny disclosure to Potential employers _____

Deny disclosure to all public and school sources _____

Selecting this 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.

Deny disclosure to all public sources _____

Selecting this 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.

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The Watson Chapel 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):

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

The Watson Chapel School District agrees to allow the 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 and it must be adhered to.
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 as well as any Internet use rules instituted at the Student's school or class, whether written or oral.
3. **Penalties for Improper Use**: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action and/or responsible for cost of repairs and replacements.
4. **"Misuse of the District's access to the Internet"** includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations; making unauthorized copies of computer software; using encryption software;
 - d. accessing "chat lines" unless authorized by the instructor for a class activity supervised by staff
 - e. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others or posting anonymous messages on the system;
 - f. causing congestion of the network through lengthy downloads of files;
 - g. vandalizing data of another user or invading the privacy of individuals;
 - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. gaining or attempting to gain unauthorized access to resources or files;
 - j. using authorization credentials that are not your own;
 - k. divulging personally identifying information about themselves or anyone else unless it is a necessary of the student's academic endeavor, which includes full names, address, and phone number.
 - l. using the network for financial or commercial gain without district permission;
 - m. theft/vandalism of data, equipment, or intellectual property or disrupting system performance;
 - n. attempting to gain access or gaining access to student records, grades, or files;
 - o. introducing a virus to, or otherwise improperly tampering with the system;
 - p. creating or associating a web page with the school or school district without authorization;
 - q. providing access to the District's Internet Access to unauthorized individuals;

- r. 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.
 - s. Installing or downloading software on district computers without prior approval
5. **Liability for debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
 6. **No Expectation of Privacy:** The Student and parent/guardian agree that if the Student uses the Internet on a District device, that the Student waives any right to privacy the Student may have for such use. The Student and guardian agree that the district may monitor the Student's use and may also examine all system activities the Student participates in to ensure proper use and may share transmissions with the Student's guardians.
 7. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matters which may be on the Internet. At the same time, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
 8. **Signatures:** We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

-

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Watson Chapel School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Watson Chapel School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date

**WATSON CHAPEL SCHOOL DISTRICT
PARENT-STUDENT
STATEMENT OF RESPONSIBILITY**

Student Name

Grade

The Watson Chapel School District has made available the Parent/Student Handbook and Code of Conduct online for your viewing and downloading. The Handbook and Code of Conduct is available on our website at <http://wc-web.k12.ar.us>.

I acknowledge that I have been informed that the Watson Chapel School District Handbook and Code of Conduct are located online and available to me for viewing and downloading. If you need assistance with this, please contact the campus office.

We have received the WCSO Parent/Student Handbook Including Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school, on the bus, at the bus stop, or in attendance at school-sponsored activities.

Your signatures below certify that you and your student received information in regard to accessing the ***Student Handbook and/ or Code of Conduct*** which includes the district discipline policies, homework policy, attendance policies, Smart Core curriculum policy, and Parental Involvement Plan.

If students wish to purchase accident insurance, they may do so at the beginning of school. If you do not already have private health insurance, we suggest that you purchase the insurance that is offered. **YOU MUST FILL OUT THE COMPANY FORM TO BUY THE INSURANCE.** Forms are available in the front office.

Throughout the year, your child may have the opportunity to have his/her picture taken while engaged in various classroom activities, projects, field trips, school plays and awards. The photographs may be used in the classroom, on our digital signs, our class and school web page and/or featured with articles about or school in local media.

My child ____does ____does not have my permission to be photographed in school related events.

My child ____does ____does not have permission to go on all school sponsored field trips.

My child ____does ____does not have permission to have a school email account if necessary for classroom instruction.

Student Signature

Date

Parent/Guardian Signature

Date