

Westside Middle School Additional Policies and Procedures (Grades 5-7)

**Westside Middle School
1800 Highway 91 West
Jonesboro, AR**

[Westside Middle School Bell Schedule](#)

First Bell	7:55
1st period	8:00 to 8:55
2nd period	9:00 to 9:50
3rd period	9:55 to 10:45
7th grade Lunch	10:45 to 11:15
5th and 6th grade 4th period	10:50 to 11:40
7th Grade 4th period	11:20 to 12:10
5th and 6th grade Lunch	11:40 to 12:10
5th period	12:15 to 1:10
6th period	1:15 to 2:05
7th period	2:10 to 3:05

GRADING AND REPORTING

The letters A, B, C, D, and F are used in the recording and reporting of grades.

90-100	A	Superior Work
80 - 89	B	Above Average Work
70 - 79	C	Average work
60 - 69	D	Below Average Work
Below 60	F	Failure to achieve the minimum requirement for passing. No credit is given for a F

To help parents monitor their student's progress, teachers will update eSchool approximately every two weeks. Additionally, a printed grade report will be sent home during the fifth (5th) week of each grading period.

Official quarterly grade reports are issued to parents at the end of each quarter. Student led conferences are scheduled ~~at the end of the first (1st) and the middle of the third (3rd) nine week quarters.~~ **once in the fall semester and once in the spring semester.** These conferences are very productive, and all parents are urged to participate. The school will document parent

participation or nonparticipation in the required conferences. Additional conferences may be scheduled at the request of the parents. Parents must contact the office or teacher to set up an appointment time. Teachers shall meet with parents of each student at least once a semester through a parent teacher conference, telephone conference, or home visit.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may be given.

PROMOTION/RETENTION/COURSE CREDIT

Student's final grades for the year are calculated by adding the first (1st) semester average to the second (2nd) semester average and dividing by two. These final grades are the grades considered for promotion or retention. Students who fail only one (1) core academic class are promoted. Students who fail two (2) core academic classes will have their academic record examined by a Retention Committee, chosen by the principal, to determine whether sufficient academic progress has been made. Students who fail three (3) or more core academic classes shall be retained.

Promotion or retention of students shall be primarily based on ~~the following criteria.~~ **the Retention Committee's decision. The Retention Committee should be comprised of the teacher(s), parent(s), counselor, Dean of Students, principal, and other necessary staff.** If there is doubt concerning the promotion or retention of a student, a conference with the parents, teacher(s), necessary staff, and principal will be held. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Grade level Academic Improvement Plans (AIP) shall be developed for students who do not score proficient or above on the previous year's ~~Augmented Benchmark Exam.~~ **State Assessment.** Each AIP will be developed by school personnel to assist the student in attaining the expected achievement level. A meeting between school personnel and parent(s) will be held to discuss the plan. The AIP will also state the parent's role as well as the consequences for the student's failure to participate in the plan. Students failing to participate in the plan shall be retained.

HONOR STUDENTS

At Westside Middle School, grades in all classes will determine students who qualify as honor students. The following categories will be used to recognize honor students at WMS:

- Principal's List: all A's.
- Honor Roll: all A's and B's.

HOMEWORK BUDDIES

Each grade level provides parents the opportunity to receive a daily email detailing required homework assignments. If a parent wishes to receive this email, they are asked to provide an email address to the homeroom teacher.

MIDDLE SCHOOL RULES OF CONDUCT (4.18 PROHIBITED CONDUCT)

These policies and regulations apply to any student who is on school property, in attendance at school, or at any school sponsored activity, or off campus event. When a student's behavior is so offensive that he must be disciplined by the administration, the incidence of his misconduct is noted in his file.

Minimum consequence will be a student/teacher conference; maximum consequence will be recommendation for expulsion.

The administrator may choose a more severe penalty at any time based on the student's past disciplinary record.

Under special circumstances, the administrator and/or school personnel may grant students privileges such as a pajama pass, tech pass, hat pass, etc.

STUDENT DISCIPLINE

After-School Detention

When after-school detention is assigned:

- Parents are contacted or given written notification of the date and time via student. Advance notice will be given to parents who have the sole responsibility of transportation.
- The detention notice shall be signed and returned to the office the next day. Failure to return the detention notice does not delay the date detention is to be served.
- If a student fails to attend the assigned detention or fails to comply with detention guidelines, it will result in the student being sent home, extension of detention time, and/or suspension.

The guidelines are as follows:

- Detention is after school on Monday-Thursday.
- All regular school policies apply during detention.
- When the 3:05 bell rings, students have five (5) minutes to go to the locker and restroom and must be seated in the ISS room by 3:10.
- Students must bring paper and pencil as well as everything they need to take home. They will not be allowed to go back to their locker at the end of the detention.
- Student must sit up straight in their seats, feet on the floor, and absolutely no talking.
- Students will be given an assignment to be completed during detention.
- Detention will end at 4:15 p.m.

- Students will go immediately to the front to be picked up.
- Students not picked up by 4:20 p.m. will be subject to additional day(s) of detention.

Students who fail to abide by the guidelines may be assigned additional day(s) of detention.

In-School Suspension

ISS or In-School Suspension is an alternative to Out – of – School Suspension or OSS. If assigned ISS as a consequence for violation of a school policy, the student will be given in advance of his/her ISS assignment a copy of the ISS rules and a copy of the discipline referral to get signed by his/her parent or guardian. The violation will be explained by the Principal, and the ISS rules will be explained to the student by either the Principal or the ISS Supervisor. Next, the student will bring the signed discipline referral and the signed ISS rules to the ISS Supervisor on the first day of the student's stay in ISS. Consequences will result if the student does not return signed rules on time or does not follow rules while in ISS. The student will spend the entire day (from the first tardy bell in the morning until the last bell that dismisses school at the end of the day) in the ISS room. Lunch will be brought to the student or the students will go to cafeteria and get their meal and then return to the ISS room. The student will receive restroom breaks in the mornings and the afternoons. During the period of time that a student is in In-School Suspension (ISS), the student shall not attend any school-sponsored activities nor participate in any school-sponsored activities during the imposed period that the student is assigned to ISS.

Out of School Suspension

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The **School** Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,* including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which: 1. Is in violation of school policies, rules, or regulations; 2. Substantially interferes with the safe and orderly educational environment; 3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or 4. Is insubordinate, incorrigible, violent, or involves moral turpitude. The school principal or designee shall proceed as follows in deciding whether or not to suspend a student. 1. The student shall be given written notice or advised orally of the charges against him/her; 2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; 3. If the principal finds the student guilty of the misconduct, he/she may be suspended. When possible, notice of the suspension, its duration, and any stipulations for the student's ~~readmittance~~ **re-admission** to class will be given to the parent(s), legal guardian(s), or to the

student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable. Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference. Students are not allowed to make up any work missed during Out of School Suspension.

SUCCESS

(Schools United in Craighead County Educating and Serving Students) Achievement Academy: A placement provided for the students, parents/guardians, and school administrators as an alternative to out-of-school suspension. When a student is sent to SUCCESS, it will be on either a short-term or long-term basis. If sent to SUCCESS on a long-term basis, the student will remain there until the student reaches the appropriate level or requirements to be recommended to be returned to the student's home school. Then the student will be reevaluated by SUCCESS and the Westside Administration for placement. The ultimate decision whether a student may return to Westside will be up to the Westside Administration. While attending SUCCESS, the student will not attend regular classes except what is offered at SUCCESS and will not be permitted to attend or participate in any extracurricular activities nor allowed to attend ball games, events, concerts, etc., associated with Westside, nor be allowed on the Westside Campus. A student may be sent to SUCCESS for behavioral problems, academic recovery, remediation, etc. The student's education may be at SUCCESS Alternative School. Some conditions of being placed at SUCCESS or continuing the student's education at SUCCESS are listed below:

1. If behavior at SUCCESS is unacceptable, SUCCESS personnel may extend the stay of the student attending school there.
2. Student is not allowed to return to school until all suspension days are fulfilled. Each day a student is absent from SUCCESS will count as an absence even with a doctor's excuse or third-party documentation is provided.
3. Students who come to Westside School District from a residential facility, institution, detention center, or from an alternative school of another school district may be transitioned to Westside through the Alternative school now known as "SUCCESS" before they may return to the Westside campus. The recommendation for placement and for how long the student is to be at SUCCESS before returning to Westside will be determined by the Alternative School Screening Committee and/or Westside Administration. This Committee will consist of at least one administrator, the school resource officer, the student's school counselor, and at least one classroom teacher who is familiar with the student's background, if applies.

Students at SUCCESS will be reevaluated at the end of a full semester to determine if they continue at SUCCESS or if the student is to return to the Westside Campus. Students sent to SUCCESS any time during a semester, may have to spend another semester at SUCCESS to determine proper placement.

During the time of the student or students' being sent to SUCCESS, the student or students' who are at SUCCESS are not allowed to be on the Westside School District Campuses, and will not be allowed to participate or attend any activity, event, or function sponsored by Westside or in which Westside is involved.

Students who come to Westside School District from a residential facility or from an alternative school of another school district may be transitioned to Westside through the alternative school now known as "SUCCESS" before they may return to the Westside campus. The recommendation for placement and for how long the student is to be at SUCCESS before returning to Westside will be determined by a school administrator, school resource officer, the student's school counselor, and at least one classroom teacher who is familiar with the student's background, if applies.

Corporal Punishment

The Westside School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent, Principals, Assistant Principals, or any certified employee who are required to have a state-issued license as a condition of their employment.

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

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

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

Legal Reference: A.C.A. 6-18-505 © (1)

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

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

Refusal to accept any discipline procedure will result in the following:

1. Parents will be notified.
2. The student will be allowed to go home with parent's permission.
3. The student will be allowed to return to school anytime he or she decides to receive the discipline procedure as it was originally stated. Upon returning to school, the student must be accompanied by a parent or guardian.
4. No class work may be made up due to absences of this nature.
5. In the event a student decides to go home rather than accept a discipline procedure, the days missed will be unexcused and will count toward the 10- or 20-day absentee limit.

Tardy/Absent

Any student who is not in his classroom-seat before the second bell rings is considered tardy. Students who are more than eight (8) minutes tardy in a period (at the beginning or anytime during that period) will be considered absent. Tardies start over at the beginning of each semester.

Consequences

1 st Offense	warning by teacher and grade book annotation
2 nd Offense	warning by teacher and grade book annotation and the teacher will notify the parent by note or phone
3 rd Offense	two (2) days after school detention
4 th Offense	four (4) days after school detention
5 th Offense	one (1) day ISS
6 th Offense	two (2) days ISS
7 th Offense	further action will be taken

CHEWING GUM/FOOD ITEMS/DRINKS

Chewing gum will not be allowed in the cafeteria at anytime. Chewing gum, food items, and drinks will be left up to the discretion of each classroom teacher; this privilege may be revoked by administrator, teacher, or staff at anytime. Food items or drinks will not be allowed in the classroom or on the buses. Individual birthday parties are not allowed. Teachers may give students permission to bring items for classroom projects and/or on special occasions.

Consequences

1 st Offense	Verbal reprimand or student warning
Second & Subsequent Offenses	May range from verbal reprimand to days in ISS

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are not to hold hands or have close physical contact of any kind on the school premises. Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

Consequences

1 st Offense	Verbal reprimand or student warning and parent contact
2 nd Offense	One day after school detention
3 rd Offense	Three days after school detention or one day ISS
4 th Offense	Consequences range from additional days in ISS to OSS

TRUANCY/SKIPPING

Truancy/skipping is any intentional unauthorized absence from compulsory school attendance. The term typically describes absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions. After arrival on the school campus, a student shall not leave the campus or designated area without permission from school authorities. A student who is absent from his assigned learning station without permission shall be considered truant.

Consequences

1 st Offense	One (1) day in ISS or three (3) days in after school detention, and parent will be contacted.
2 nd Offense	Three (3) days in ISS and parent will be contacted.
3 rd Offense	Five (5) days in ISS and parent will be contacted.
4 th Offense	Consequence ranges from more days in ISS to OSS , parent contact, and possible contact made with authorities.

Legal Reference: A.C.A. § 6-18-201

Truancy/Skipping School

After arrival on campus, a student absent from his/her assigned learning stations without permission from school authorities shall be considered as truant. (Ark. Stat. 6-18-201).

Consequences

1 st Offense	3 days after school detention & parent contact
2 nd Offense	3 days in ISS & parent contact
3 rd Offense	5 days in ISS and parent contact.
4 th Offense & Subsequent Offenses	Consequence ranges from more days in ISS to OSS & parent contact & possible contact authorities.

~~DISORDERLY CONDUCT AND/OR REPETITIOUS MISCONDUCT~~

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. A student who persists in acts of misconduct after reasonable efforts have been made by the school will be recommended for expulsion or could be suspended out of school or sent to the alternative school at SUCCESS. Efforts toward behavior modification may be made except where very serious offenses have been committed (Ark. Stat. 5-71-207, 5-71-226, 5-60-112 Act 1281 of 1999).

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

Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. This includes, but not limited to, loud and/or rude behavior, whether addressed to a

specific individual or a group, or to the public in general. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or by the school's SRO or both.

~~A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. A student who persists in acts of misconduct after reasonable efforts have been made by the school may be recommended for suspension.~~

REPETITIOUS MISCONDUCT

A student who persists in acts of misconduct after reasonable efforts have been made by the school may be recommended for suspension.

Legal Reference: A.C.A. § 5-71-207
 A.C.A. § 5-71-226
 A.C.A. § 5-60-112

DISRESPECT/DISREGARD OF DIRECTIONS (INSUBORDINATION)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or any other authorized personnel without argument, confrontation, or defiant behavior. A student talking back or not adhering to reasonable requests is considered insubordinate and disrespectful which will not be tolerated.

Legal Reference: A.C.A. § 5-60-112
 A.C.A. § 5-71-207
 A.C.A. § 5-71-226
 A.C.A. § 5-60-113

Consequences

1 st Offense	Student conference and parent contact.
2 nd Offense	1 day after school detention
3 rd Offense	3 days of after school detention or 1 day of ISS
4 th Offense & Subsequent Offenses	Additional days of after school detention days of ISS/ OSS/ or placement of SUCCESS

FORGERY/FALSIFICATION

~~A student shall not forge another person's name or falsify any information. A student is required at all times to properly identify himself to any school employee. Consequences will range from after school detention to possible school expulsion depending on the severity of the situation.~~

Forgery of Passes, Parents Signature, and/or Falsification of General Information

A student shall not forge another person's name to any pass or document nor falsify telephone numbers and addresses on general information forms, nor write notes of permission for themselves or someone else nor forge their parents'/guardians' name to a note or any other document. Forgery is an illegal offense, and the student or students involved may be subject to arrest and prosecution.

Consequences

First & Subsequent Offenses	May range from verbal warning to recommendation of expulsion to possible contact with legal authorities
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CHEATING ON TEST OR DAILY HOMEWORK

~~A student shall not cheat, nor shall a student aid other students in cheating. Any student caught cheating will receive a zero (0) on the work or the test. Violators with multiple offenses are subject to additional disciplinary action and will still receive a zero.~~

Cheating on Test, Classwork, or Homework

A student shall not cheat on a test, classwork, or homework, nor shall a student aid other students in cheating.

Consequences

1 st Offense	Zero may be given on work or test, parent contact by teacher
2 nd Offense	Zero may be given on work or test, parent contact by teacher, & 3-days detention after school or 1 day in ISS.
3 rd Offense	Zero may be given on work or test, parent contact by teacher, & 5-days detention after school or 3 days in ISS
4 th Offense & Subsequent	Zero may be given on work or test, Consequences will range from more days in ISS to OSS, to be decided by the Administration, & parent contact

Offenses	
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PROFANITY/VERBAL ABUSE/OBSCENE GESTURES

A student shall not use profane, violent, vulgar, abusive, or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.

Consequences

First & Subsequent Offenses	May range from verbal warning to OSS
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Legal Reference: A.C.A. § 5-71-208

~~**TRANSMISSION OF SEXUALLY EXPLICIT OR VULGAR IMAGES**~~

~~A student shall not transmit sexually explicit or vulgar images or representations of such images at any time.~~

Transmitting Sexually Explicit or Vulgar Images or Representations

Students are prohibited from possessing, viewing, distributing, or electronically transmitting sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form. Consequences may range from Out of School Suspension to Expulsion. Parents will be contacted, and depending on the situation, legal authorities may be contacted.

Consequences

First & Subsequent Offenses	May range from verbal warning to recommendation of expulsion to possible contact with legal authorities
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Legal Reference: A.S.B.A. § 4.18

LOITERING

~~Unsupervised students loitering on campus before or after school hours is prohibited. This includes any school event or function.~~

Loitering by Suspended Students and/or others, and non-students

A student who is provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building or be on any school grounds or at any school-sponsored event (Ark. Stat. 6-21-607, 5-39-203, 5-71-231). Non-students and any Westside students are

not allowed to loiter on Westside Campus before, during, and/or after school. This also means, students are not to hang around the school campuses after school waiting on an event that will occur later that day, or after an athletic contest, dance, or other event/function/activity without being properly supervised by a school employee.

Consequences

First & Subsequent Offenses	May range from verbal warning to recommendation of expulsion to possible contact with legal authorities
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THEFT/EXTORTION

A student shall not cause or attempt to cause damage, or steal or attempt to steal the property of another student, or any other person. A student shall not obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts).

Consequences

First & Subsequent Offenses	May range from verbal warning to recommendation of expulsion to possible contact with legal authorities
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Legal Reference: A.C.A. § 5-31-203
 A.C.A. § 5-12-102
 A.C.A. § 5-12-103
 A.C.A. § 5-36-103

GAMBLING

~~A student shall not engage in any game of chance on school premises at any time.~~

Gambling

A student shall not engage in any game of chance on school premises at any time. Gambling at school or on school property is illegal.

Consequences

1 st Offense & Subsequent Offenses	May range from verbal warning to recommendation for expulsion possible contact of legal authorities.
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Legal Reference: A.C.A. § 5-66-106

Hazing

Hazing means any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Acts of hazing can result in criminal penalties as well as disciplinary action by the school.

Consequences

1 st Offense & Subsequent Offenses	May range from verbal warning to recommendation for expulsion possible contact of legal authorities.
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Race, Ethnicity, National Origin, or Disability

Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, or disability is prohibited at school or on any property leased or owned by the school district, on buses, at bus stops, or at functions or activities at the school or at activities involving Westside at any other school.

Consequences

1 st & Subsequent Offenses	May include In-School Suspension, Out of School Suspension, Expulsion, and/or being sent to the Alternative School called SUCCESS, depending on the severity of the circumstances or situation. Parents or guardians will be contacted with possible contact of legal authorities.
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INDECENT EXPOSURE/SEXUAL ADVANCES

A student shall not deliberately commit indecent exposure at school, at school sponsored activities on or off campus, nor shall a student make improper advances toward another person.

Consequences

1 st & Subsequent Offenses	May include In-School Suspension, Out of School Suspension, Expulsion, and/or being sent to the Alternative School called SUCCESS, depending on the severity of the circumstances or situation. Parents or guardians will be contacted with possible contact of legal authorities.
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Legal Reference: A.C.A. § 5-14-111
 A.C.A. § 5-14-112

TERRORISTIC THREATENING

Terroristic threatening in the first degree is a Class D felony. A person commits the offense of terroristic threatening in the first degree if one of the following occurs:

- With the purpose of terrorizing another person, he threatens to cause death or serious physical injury or substantial property damage to another person.
- With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty.

Consequences

First Offense: 10 days OSS with recommendation for expulsion and a parent will be contacted.
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Threatening and/or Intimidation

In a case that might be termed as threatening or intimidating (verbally) another student in a way that may cause concern to that student, and/or the possibility of injury (but not in a terroristic manner, that is to advance one's cause through extreme fear of bodily injury), the following consequences will be followed: (Judgement will be left up to the Administration)*

Consequences

1 st Offense	3 or more days ISS, & contact parent, & legal authorities
2 nd Offense	5 or more days ISS, & contact parent & legal authorities
3 rd Offense	3 days in OSS, & parent contact & contact authorities
Fourth & Subsequent Offenses	5 or more days of OSS with possible recommendation to place student or students at SUCCESS, or make an Expulsion recommendation to the School Board, & possible contact with legal authorities.

Depending on the incident, steps may be skipped to one more severe or recommendations may be made for longer Out-of-School Suspension, or time at SUCCESS, or recommendation for Expulsion.

Gangs and Gang-Related Activities (ACT 1108 of 1991) (ASBA 4.26)

No student shall participate in, recruit for, or display the symbols of a gang, or other secret organization or society (AR Stat. 6-5-202,5-74-203). When there is question as to whether or not possessions or clothes are gang related, determination will be made by the Westside School Administration

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

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

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

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

Fraternities, Sororities, or other Secret Organizations or Societies

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, or other secret organizations or societies. (AR Stat. 6-5-202, 5-74-203).

Consequences

1 st & Subsequent Offenses	May range from verbal warning to expulsion, depending on the severity of the circumstances or situation. Parents or guardians will be contacted.
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PERSONAL TECHNOLOGY

Students, with the approval of the requesting teacher, may be allowed to bring their own personal computers, nooks, kindles, and the like to school for use during class time and/or instructional time. These will be allowed in the classroom only with the discretion and supervision of each individual teacher. Students may not use these outside of class time or instructional time. For example, students may not use these in the Cafeteria, Gym, etc., and other areas of the school that is not a classroom or class setting because of possible lack of proper supervision. If not in use, students are to keep devices powered off in that classroom or in their locker until the end of the day. The Westside School District is not and will not be responsible for any of these electronic devices owned by the student that are damaged, lost, or stolen.

RADIOS, ELECTRONIC GAMES, CD PLAYERS, CELL PHONES, OTHER ELECTRONIC DEVICES

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that

interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing Assessment and Accountability Program (ACTAAP), Partnership for Assessment of Readiness for College and Careers (PARCC), or any other state mandated test, no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically mandated by the state or permitted by a student's IEP or individual health plan. This means that when a student is taking a state mandated test, ACTAAP assessment, the student shall not have his electronic device in his possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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

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

- using electronic devices during class time in any manner other than specifically permitted by the classroom instructor
- permitting any audible sounds to come from the device when not being used for the reason above
- engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores
- using the device to take photographs in locker rooms or bathrooms
- creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person

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

Before and after normal school hours, possession of electronic devices is not permitted on the school campus, unless used for educational purposes. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

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

Students who use a school electronic device for non-school purposes, except as permitted by the district's internet/ computer use policy, shall be subject to discipline, up to and including

suspension or expulsion. Violation may result in disciplinary action up to and including expulsion.

Legal Reference: A.C.A. § 6-18-502(b)(3)(D)(i)

CONFISCATION OF PROHIBITED DEVICES

This confiscation policy applies to any item that is disruptive to the learning environment or harms another person.

Consequences

1 st Offense	Parent must pick up device, student warning.
2 nd Offense	Two (2) hours days of after school detention, parent must pick up device.
3 rd Offense	One (1) day ISS , Four (4) days of after school detention , parent must pick up device.
4 th Offense	One (1) day OSS , Consequence include more days in detention or ISS, loss of technology privileges on campus, student device ban, and parent must pick up device.

TOYS/STUFFED ANIMALS

Students shall not bring any toys or stuffed animals on the middle school campus.

Consequences

1st & Subsequent Offenses	May range from verbal warning to days in after school detention.
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MIDDLE SCHOOL DRESS CODE (4.25 DRESS AND GROOMING)

All students are expected to exercise neatness, modesty, and dignity in appearance and manner of dress. All dress code rulings will be at the discretion of the administration.

The following items will not be permitted:

- Dress and/or appearance that cause interruption of the proper pursuit of learning or creates disorder in the classroom and / or school.
- Drawings and/ or writing, on body or clothing, etc., (by permanent marker, ink pen, etc.)
- Bare feet (shoes must be worn).
- Inappropriate tops (i.e. low cut shirts or blouses with cleavage showing, bare midriffs, halter tops, spaghetti straps, muscle shirts, backless tops, etc.). Baggy or saggy pants

or shirts or skirts or oversized clothing. These garments must be worn no lower than the hip line or the hip bones. No undergarments may be visible.

- Shorts or skirts shorter than a dollar bill length from the bend of the knee. If the skirt or shorts have slit, then measurement will be taken from the top of slit.
- Transparent or see through apparel unless undershirt meets dress code rules.
- Caps, hats or other head coverings (i.e., hoods, bandanas, toboggans, etc.) worn inside the building, and hoods, caps on sideways/**backwards**, or bandannas (any gang related apparel) worn at school or to extracurricular activities or functions, such as to ballgames, dances, plays, concerts, etc, whether at home or away.
- Shirts with inappropriate slogans such as any obscene, vulgar, or suggestive messages inconsistent with school standards. Shirts advertising or promoting the use of tobacco, alcohol, drugs, or weapons are not permitted.
- Dress and appearance that represents a clear and present danger to anyone’s health or safety. Example: chains (including wallet chains or chain attached to clothing), necklaces and/or bracelets with spikes or sharp points.
- Heelies or any shoe with wheels.
- Holes in jeans may not be higher than a dollar bill length above the bend of the knee if skin is showing. Absolutely no holes / slits in jeans or pants around the student’s groin area or pocket areas in front or back will be tolerated **if skin is showing**.
- Leggings, hosiery, tight knit pants etc., may be worn with a dress, skirt, or an appropriate length shirt as long as the highest point of the shirt’s hem falls naturally below the student’s buttocks.
- House shoes, pajamas, or look-a-like pajamas.

Consequences for dress code violations:

1 st Offense	Change of clothes from the clothing closet or parent will bring a change of clothes. If these options are unavailable, then student may will be placed in ISS, so not to distract other students.
2 nd Offense	Three (3) days after school detention or one (1) day ISS and student will correct the problem and the parent will be contacted
3 rd Offense	One (1) or more days in ISS and student will correct the problem and parent will be contacted.
4 th Offense	Three (3) or more days in ISS and student will correct the problem and parent will be contacted.
5 th & Subsequent Offenses	Five (5) or more days in ISS, parent will be contacted, and if the problem continues further consequences will result, and student will correct the problem

In addition to the criteria above, the faculty may develop a dress code for students representing Westside Middle School during any co-curricular activity.

Legal References: A.C.A. § 6-18-502(c)
A.C.A. § 6-18-503(c)

OTHER MIDDLE SCHOOL POLICIES AND PROCEDURES

LOCKERS

Lockers are for a student's personal use. Each locker should be kept orderly at all times and contain only materials appropriate for school. A search of a student's locker may be conducted if there is reasonable suspicion that a controlled substance, weapon, or other prohibited item is present.

Legal Reference: A.C.A § 6-21-608

LOCKER RULES

- Locker rules apply to gym lockers and hallway lockers.
- Students are required to have locks on all school lockers.
- The school continues to retain ownership and the right to inspect and reclaim the locker at any time.
- Students are responsible for keeping locks locked; failure to do so may result in disciplinary action.
- Locker rental fee is \$5.00 per year. If a student owes library fines, book fines, lunch charges, or other fees to Westside Schools, he will not be allowed to rent a locker until these fees are paid. Athletic lockers will be provided by the coach.
- Students may only use school issued locks.
- Students should not take locks home. There is a \$5.00 lock replacement fee if a student loses a lock.
- Students will be allowed to go to their assigned locker when the first bell rings in the morning, between class periods, and at the end of the day or at teacher's discretion.
- Decoration of lockers will not be tolerated. This includes stickers, tape, graffiti, or any type of adhesives.
- Use only magnetic or free standing locker organizers.
- If damage is done to the locker, the student will assume responsibility for the repairs.
- Backpacks, book bags, purses (unless medically necessary), and electronic devices must be left in lockers.
- Lockers will contain only their renter's items.
- Students are not to share their locker combination with other students.

HALL TRAFFIC

- Running is not permitted in the halls at anytime.
- Students should keep to the right and walk briskly to class.
- Lines that form at the drinking fountain should not block hallway traffic.
- Attempting to trip or harm someone in the hallway is prohibited.

LIBRARY

- The library will be open from 7:45 a.m. to 3:05 p.m.
- Without special permission, only one (1) book at a time may be checked out.
- Books will be checked out for one (1) week. Books are to be returned or rechecked when due.
- To come to the library during class time a student must have a library pass.
- Good citizenship is required at all times. Disruptive students will lose their library privileges.
- All damaged or lost books or electronics must be paid for as soon as possible so that a replacement can be purchased. Any unpaid library charges will be carried forward each year, until paid.

COMPUTER LAB

Westside Middle School has a (thirty) 30-station mobile computer lab that is available for student use during scheduled classes. All students must follow the directions of the computer lab supervisor at all times. All students will adhere to the Student Computer Use Agreement that is in the back of the student handbook.

The Westside School District makes computers and/or computer internet access available to students, to permit students to perform research and to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of the school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until a computer-use agreement, signed by both the student and the parent is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised there is not any privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district owned computers or internet access in any way, including using computers except as directed or assigned by staff or teachers; using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

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

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited first (1st) period of each school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart. Students choosing not to recite the pledge shall not be disruptive nor shall they be subjected to any comments, retaliation, or disciplinary action.

CHECK-OUT PROCEDURES

All visitors must report to the office when checking out students from school. Unless noted on the official check-out form on file in the office, school officials must be notified in writing before someone other than the parent will be allowed pick up students. School officials must also be notified in writing when a student is to ride the bus home with another student.

An announcement over the intercom is an interruption to the educational process for all students. Therefore, we ask that you not pick up your child from school early unless it is an emergent situation that warrants early pickup. If an emergent situation should arise and you feel it necessary to pick up a student before dismissal time, the parent or other pre approved person(s) must report to the office to sign **the student out through the Hall Pass system.** ~~a check-out sheet recording the student's name, their name and relationship to the student, and the check-out time.~~ This person will be required to show a photo ID. If a student returns to school before the end of the school day they must be signed back in at the office before going to class. Students absent eight (8) minutes or more in a period will be counted absent for that period.

VISITORS

~~Visitors will be required to drop off a photo ID in exchange for a visitor's badge on entering the building. If they do not have a form of ID, they will stay in the office. Each visitor entering the building will be escorted to the appropriate destination. Visitor must wear their visitor's badge during the entire time they are in the building. When leaving the building, they will be escorted to the office to be signed out.~~

STUDENT VISITORS

~~The board strongly believes that the purpose of school is for learning. Social visitors generally disrupt the classroom and interfere with learning. 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, friend, and/or relatives of 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.~~

FINES/CHARGES

Any monies (book fines, textbook fees, charges, fundraisers, lunch charges, etc.) owed to the Westside Middle School this year, or any unpaid fees from prior years, must be paid by the last calendar day of the school year. Any unpaid debt will be forwarded over to the WHS campus with the student records.

SPECIAL DELIVERIES

Because of safety issues and to prevent discipline problems, special deliveries will not be accepted.

FIELD TRIPS

Field trips are a privilege. A student will not be allowed to attend field trips if he is currently serving a suspension. Once time is served, the student will be allowed to participate in another field trip. For students who have several discipline referrals, the principal will determine the student's eligibility to attend a field trip. **The school will have full authority over all pupils who represent it or accompany representative groups on all field trips.**

FUNDRAISING

~~The selling of items or collection of pledges or donations by individual students will not be allowed in the Westside School District as fundraising activities. School sponsored fundraisers must have prior approval from the principal. At no time will students be allowed to sell items door to door in the community.~~

ASSEMBLIES

Assemblies are a significant part of the student's education. They are designed to enrich school spirit, give students experience in participating in programs that bring information to students, and present important school and civic matters to students.

Student behavior will be monitored and all school rules and procedures will remain in effect during assemblies. Disruptive students may lose the privilege to attend assemblies.

CO-CURRICULAR ACTIVITY ELIGIBILITY

Students who represent Westside Middle School in any activity shall meet all minimum requirements as established by the Arkansas Activities Association and Arkansas Law. Co-curricular activities and non-instructional activities shall be limited and planned so as not to interrupt instructional time. Students must be present at least three periods to be allowed to participate in co-curricular activities on that day. Co-curricular activities may be suspended, at the discretion of the principal, for disciplinary reasons.

SCHOOL SPONSORED ACTIVITIES

The absence of any student or group of students required for school sponsored activities must be approved by the principal. A student participating in a school sponsored activity will not be marked absent for any classes missed due to his participation in this activity. Student behavior will be monitored and all school rules and procedures will remain in effect during any school sponsored activity. Any student placed on in-school suspension or out-of-school suspension is prohibited from being in any school building, on any school campus, or attending any school activity during the date(s) of suspension.

Legal References: A.C.A. § 6-18-507

Persistent Discipline Referrals

Whenever a student receives excessive discipline referrals to the Office, the following guidelines will be used and the student(s) will lose certain privileges as follows:

The Student:

1. cannot attend any activities or functions involving Westside, on or off campus,
2. cannot attend any school sponsored trips,
3. cannot attend any school dances,
4. cannot belong ~~or no longer belong~~ to any Clubs or attend their activities,
5. cannot participate ~~or participate any longer~~ on athletic teams, band, cheerleading, quiz bowl, or any other extracurricular activities,

Students with excessive discipline referrals may be placed on a behavior plan/academic plan and be placed at the SUCCESS academy.

Complaints and Grievances

Normally, complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing. If a student or the parent of a student involved in a disciplinary ruling wishes to contest the disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complaint.
2. If the complainant is not satisfied with the decision, the complainant must be directed to the principal. The principal shall review the original action that was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Except in the case of a suspension, any further appeal must be made to the Board of Education through regular procedures (provided by the superintendent) for appearing before the Board. In the case of suspension, appeal may be made to the Board only if the superintendent initiated the suspension process.

OTHER BEHAVIOR NOT COVERED

The Westside School District reserves the right to pursue disciplinary or legal action for behavior which is detrimental to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

ADMINISTRATOR'S DISCIPLINE STATEMENT

Administrators may alter the severity of punishment based on circumstances and other conditions. Successive violations of different rules contained in this handbook will result in

increasingly severe punishments and/or placement in an alternative school (SUCCESS). A warning will not be issued each time or any time a different rule is violated by a student.