

Handbook Committee

3-24-15

We have finished the middle school section of the handbook. We really didn't do much today with changes. We added a few words to a couple of things and took out section on visitors in favor of using what is already in handbook.

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

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.
