

## **2013-2014 Student Handbook**

### **Forward**

This handbook has been prepared so that students and parents will have a source of information concerning the facilities, policies, and general regulations of Westside Public Schools. Through reading and proper use, this handbook can answer many questions about your school. You are asked to read the handbook as soon as possible and refer to it whenever a question arises during the school year. By working together within the established framework of the school system we can provide a more profitable and pleasant school year for our students, staff, and community.

The Westside Public School personnel recognize the need to be active in creating proper values and attitudes within our student body. It is assumed proper values and attitudes within our student body create a good learning and teaching atmosphere for the academic and technological curriculum of our school, and that proper values and attitudes will be of indispensable worth to the students in life activities. The counseling, disciplining, and teaching of each student are therefore based upon this premise.

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### **Committee Members**

Jay Holland- Superintendent  
Chase Carter- Principal  
Debbie Johnson-Teacher/PPC  
Gerald Haltom-Teacher  
Mike Estes-Board member

Cindy Styles- Parent  
Peggy Horne-Educational Mentor  
Debby Estep – Teacher  
Students: Jake Smith, Shayla McKee

### **Mission Statement**

At Johnson County Westside High School, all students will be given the opportunity to succeed at their highest possible level and acquire the skills necessary to be positive, productive members of society.

### **Vision**

Our vision is to create a safe, positive learning environment that challenges all individuals to be independent, life-long learners prepared for their unique roles in a global society. This will be accomplished through communication and cooperation between staff, administration, and community members working as advocates for each student.

### **Goals for Education**

1. Provide students with the necessary basic reading and mathematics skill for them to function at their maximum potential. Develop skills to enable students to effectively use all modes of expression including listening.
2. Provide every student with knowledge of career options and a respect for the dignity of work, with the opportunity to develop a job-entry level skill, and give every student an understanding of economic concepts and how they relate to management of time, money and personal resources.
3. Foster creativity through the arts and develop self-discipline, moral values, and a respect for the rights and property of others, including those who think and act differently.
4. Help students become responsible and humane citizens through understanding government and the need for individual responsibility; promote an appreciation for natural, social economic, and political heritage; promote an understanding of world cultures.
5. Help students maintain healthful living by promoting good physical and mental health, developing the capacity for creative use of leisure time, and developing positive and realistic self-concepts and family living skills.

### **Pupils Eligible To Attend Westside School**

Any child who will reach his/her fifth (5th) birthday on or before September 15 of the year in which he/she could enter school, and or has not passed his/her twenty-first (21st) birthday or graduated from high school, is eligible to attend Westside Public Schools. Act 609 enables any pupil to attend a public school in Arkansas in a district other than that one in which the pupil resides subject to the restrictions and conditions contained therein.

### **Definitions**

1. Expulsion: Prohibition of a student from entering the school or grounds (except for a prearranged conference with an administrator) until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with loss of academic credit. This action shall be taken by the Board of Education only.
2. Suspension: Prohibition of a student from entering school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred, unless it is deemed a long-term suspension, which must be determined by the Board of Education only. For the time period during which a student is suspended no make-up work will be allowed. Students suspended during semester tests or End of Course testing will be allowed to come in and take tests at a time designated by the principal.

3. Probation: When a student is placed on probation, that student must obey the rules and regulations for the rest of the school year. If probation is broken by the student, expulsion will be recommended.
4. Parent: The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the school of this district.
5. Detention Study Hall: Supervised study conducted during lunch break, before, or after regular school hours.
6. Voluntary School Withdrawal: In some cases where expulsion is imminent, and in the principal's judgment expulsion may not be in the interest of the student, the principal may allow voluntary withdrawal. In such cases the parent/guardian waives the right to have a full hearing on the charge. When a student is voluntarily withdrawn, all credit is lost.
7. Dismissal: Removal of a student from a classroom for that class period only.
8. Certified Employee: An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education. This term includes, but is not limited to, teachers, counselors, coaches, and administrators.

### **Mandatory Attendance**

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, as defined by policy (4.1 RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6 HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 15 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.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. 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.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

# School Calendar

## 2013-2014

8/19	Begin 1 <sup>st</sup> Quarter
9/2	Labor Day (NS)
9/26	Parent Teacher Conferences
9/27	Professional Development (NS)
10/18	End 1 <sup>st</sup> Quarter (44)
10/21	Begin 2 <sup>nd</sup> Quarter
10/22-23	PLAN/Explore Tests
11/5	ASVAB
11/14	Progress Reports
11/27-29	Thanksgiving (NS)
12/ 19-20	Semester Tests
12/ 20	End 2 <sup>nd</sup> Quarter (42)
12/23-1/3	Christmas Break (NS)
1/ 6	Begin 3 <sup>rd</sup> Quarter
1/20	Professional Development (NS)
2/13	Parent Teacher Conferences
2/14-17	Winter Break (NS)
3/6-7,10	Literacy Bootcamp
3/11-12	Grade 11 Literacy EOC
3/17	End 3 <sup>rd</sup> Quarter (48)
3/24-28	Spring Break (NS)
3/24	Begin 4 <sup>th</sup> Quarter
4/2-4	Benchmark Bootcamp
4/7-11	Grades 7-8 Benchmark
4/18	Good Friday (NS)
4/22-23	Geometry EOC
4/24	Progress Reports
4/29-30	Biology EOC
5/13-14	Algebra I EOC
5/15	Graduation
5/26	Memorial Day (NS)
5/27-28	Semester Tests
5/28	End 4 <sup>th</sup> Quarter (46)

Weather Days – In the event of school cancellation, the following dates will be used in order, as needed. January 20, February 17, April 18, May 29, May 30. If additional days are needed, they will be added at the end.

**Bell Schedule**

(46 Minute Classes)

First Bell 7:56

1st Period 8:00-8:46

2nd Period 8:50-9:36

3rd Period 9:40-10:26

4th Period 10:30-11:16

Lunch A 11:16-11:46 (7-8<sup>th</sup>)

5A Period 11:50-12:36 (7-8<sup>th</sup>)

5B Period 11:20-12:06 (9-12<sup>th</sup>)

Lunch B 12:06-12:36 (9-12<sup>th</sup>)

6th Period 12:40-1:26

7th Period 1:30-2:16

8th Period 2:20-3:06

(368 Minutes of Instruction Time Per Day)

**High School Classroom Attendance Policy**

The Westside School District supports the philosophy that the instructional program is the vital part of the formal education. It is necessary to require students to be in regular attendance for instructional purposes for each school year in order for them to attain the highest level of achievement possible.

A student is expected to attend school at all times when school is in session.

**Attendance Requirements for Students in Grades 9-12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 350 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as nine (9) hours of the weekly required time of attendance.

**Study Halls**

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.

**Extracurricular Classes**

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

### **Course Enrollment Outside of District**

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirements if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instances where a provision of a student's Individual Education plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

### **Absences**

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

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

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;

6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 3 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 6 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

Students are not permitted to makeup work missed due to out of school suspension.

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

**Students are not permitted to attend after school games if the student does not attend school the day of the game. Students attending a doctor appointment will be admitted with a doctor's note.**

#### Makeup Work

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

#### **Distance-Learning Attendance -Dawson Coop**

Attendance in DL classes will be given priority over participation in school-related activities. A maximum of five DL classes can be missed during the academic year for school-related activities and events. Students will make up missed instructional time in excess of the five excused school-related absences.



### **Arkansas Early College High School**

Students will be required to meet the AECHS attendance requirements for college credit, and the local district requirements for high school credit. Students who miss more than 8 days in a semester must drop the college portion of the class unless the AECHS coordinator and the instructor grant an exception based on extenuating circumstances. The student shall remain in the course for high school credit.

### **Arkansas School for Math and Science**

Attending class is extremely important. If you are absent, you remain responsible for homework notes and all class related assignments and materials per your school's policy. Check with your facilitator, and if necessary, with the ODE instructor for the materials you need to keep up with the class.

### **Check-Out Policy**

Closed Campus

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day.

Students may "check-out" and leave the school only under one of the following circumstances:

1. A parent comes to the office and requests the student to leave.
2. Prior arrangements have been made with the administration.
3. Emergencies will be handled on an individual basis.
4. Notes will not be accepted.

Students are expected to remain on campus during the school hours unless approval is given by the administration to leave campus.

Any student who arrives at school late or leaves early during the school hours must sign "in" and "out" in the principal's office.

### **Truancy**

Any time a student is absent without the knowledge of his/her parent or guardian he/she is considered to be truant. Truancy will result in disciplinary action by an administrator, possible consultation of parent, failing grades in all work missed, and if necessary the case may be referred to the County Juvenile Court.

### **Tardy Policy**

Tardies for each class are cumulative for one (1) semester.

1<sup>st</sup> Period tardies will be monitored by office personnel.

1st tardy - Warning by teacher

2nd tardy- Detention Hall

3rd tardy – Saturday School

Students that drive to school may have driving privileges revoked in lieu of Saturday School or D-Hall.

Students that abuse or have excessive tardies will receive disciplinary action decided by principal.

Tardies do not count the first 5 days of school. Absences do count.

### **Withdrawal from School**

All students withdrawing from school must report to the office. The student must check with the librarian, school secretary and classroom teachers to see that all books have been returned and all fines and fees paid.

### **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.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District<sup>1</sup> and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.<sup>2</sup> 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.<sup>3</sup>

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.<sup>4</sup>

**Note:** <sup>1</sup> Residency requirements of homeless students is governed by policy 4.40—HOMELESS STUDENTS. Residency requirements governing foster children are governed by policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

### **Transfer Between Schools**

The Westside District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.

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

Any student transferring from a school accredited by the 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.

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.

The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

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

### **Entrance Requirements**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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 students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.<sup>1</sup>

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

1. 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.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. 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.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

### **Uniformed Services Member's Children**

For the purposes of this policy,

"active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
  
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

## **School Choice**

### **Standard School Choice**

#### **Exemption**

By March 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the District determines it is eligible for exemption, it will notify the Arkansas Department of Education (ADE) by April 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by April 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.

#### **Definition:**

For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

### **School Choice Transfers Out of the District**

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By June 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

## **School Choice Transfers Into the District**

### **Application Process**

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the June 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delivered on or after June 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to August 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.
- Instructions for the renewal procedure for succeeding school years.

Students whose applications have been accepted and who have enrolled in the District, are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject

to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### **Rejected Applications**

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Director's resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within 10 days of receiving the rejection letter from the District.

### **Facilities Distress Choice Applications**

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following three differences.

- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

### **Opportunity School Choice**

#### Transfers Into or Within the District

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.



Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible for to transfer to the school closest to the student's legal residence that is not in academic distress. The student's parent or guardian, or the student if over the age of eighteen (18), ~~has~~ must successfully completed the necessary application process by July 30 preceding the initial year of desired enrollment.

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

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

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

Transfers out of, or within, the District

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

Additionally the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

### **Immunization Requirements**

It shall be the policy of the Board of Education that all students shall meet the immunization requirements established by the State Board of Education. If any immunization record is not presented at the time of registration, a thirty (30) day grace period will be allowed to obtain such records or necessary immunization. During this time the child will be allowed to attend school. At the end of the thirty (30) period, the immunization record must be on file in the school office. If not, the child will be required to remain home from school until such records are delivered to the school office. The professional staff is directed to establish a process of verification and maintain documentation of this process for each child enrolled.

### **Medication Policy Student Medications**

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

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

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

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking

Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care provider practitioner to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, 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 or auto-injectable epinephrine, or both 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 or auto-injectable epinephrine, or both 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 in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

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

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. In advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations destroyed by the nurse with a witness present.

### **Illness Or Injury At School**

It is necessary for the school to know if a child has any physical limitation so that precautions can be taken. Please notify the school in writing of such limitations.

If your child is visibly sick or has a temperature in excess of 99 degrees, the parents or other emergency numbers will be called by school personnel. Students running a fever or vomiting must be picked up by a parent or guardian for safety of other students and school personnel.

### **Communicable Diseases and Parasites**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are contagious capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and

staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment, (eg. lice or nits) will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites such as head lice. Before a student may be readmitted after following an absence due to head lice, the school nurse or designee has determined shall examine the student no longer has live human host parasites that are transmittable in a school environment to make sure they are free of any lice or nits.

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

The Westside Board of Education reserves the right to remove or exclude any student whose physical condition interferes with his/her ability to learn or exposes other students to communicable diseases. Communicable disease control procedures regarding removal from school and readmission will be maintained in the principal's office and will conform to guidelines established by the Arkansas State Department of Health. Efforts will be made by the building principals to resolve conflicts arising from the interpretation of these procedures prior to Board action.

For diseases not referred to in the control procedures and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for readmission to school. Similarly, the Board will recognize physician authorization for earlier readmission than that called for in the control procedures when the physician deems it appropriate.

**Accidents**

All accidents occurring on the school grounds or under the school's supervision should be reported immediately to the principal or superintendent. Students are asked to follow normal first-aid rules until proper supervision can arrive.

**School Insurance Pupil Coverage Plan**

All students will be given the opportunity to participate in an insurance plan. This insurance plan is rather complete. No student is under obligation to be covered by insurance, except the students participating in athletics. However, each student is encouraged to participate in this program. Parents are sent the registration forms early in the school year. They are asked to keep the explanation of the coverage and the procedure for filing claims.

**Permanent Student Records**

The Westside School District shall maintain a permanent student record for each student. A copy of the permanent record shall be provided to a receiving school district upon the transfer of a student to another district. This record shall be maintained by the district until a student graduates or is beyond age for compulsory attendance.

**School Performance**

It shall be the policy of the Board of Education to:

1. Use the data from the state competency tests in establishing goals and objectives for program improvement.
2. Students in grades 7-11 shall be required to take the benchmark examinations or other state-mandated assessments including End of Course test. If a student does not meet the defined proficiency level on these assessments, parent notification and parent conferences shall occur. An educational improvement plan shall be developed to address the deficient areas for these students.
3. The district will determine annually if there is a definable group of students failing to meet the specified levels of mastery on the state's competency tests at a rate, which is significantly different from the general student population. Based on these findings, a plan will be implemented to assist these students in attaining mastery of the area(s) in which they are deficient. This plan will be reviewed and approved by the Board of Education and the State Department of Education. The professional staff is directed to implement this policy and maintain proper documentation of the annual determination, plan implemented, and results.

**Directory Information**

Westside School District may provide the following information when asked by news agencies, photographers, or military personnel: student name, student grade, parents' names, address, phone number. All or part of this information is often released in association with honor roll or graduation. Parents will be required to sign a waiver in order for any personal information to be released about their child

**School Reporting of Students' Performance**

It shall be the policy of the Board of Education that teachers communicate with Parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress, and shall communicate more frequently with the parent(s) or guardian(s) of the students not performing at the level expected for their grade. If a student is to be retained at any grade level,

notice of retention and the reason for retention shall be communicated promptly in a personal conference. The professional staff will implement this policy and maintain documentation of each parent's guardian's participation in these required conferences.

Report cards will be issued every nine (9) weeks. Progress reports will be sent home during the middle of the reporting period to let the parents know how each student is doing in each class. Parent-teacher conferences will be held at the end of the first 4 1/2 weeks of each semester. Parents should call the school if additional conferences are needed.

### **Smart Core Curriculum and Graduation Requirements**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 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 records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the 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.

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.

The first year of this policy's implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, 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.

## **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional one (1) unit of computer business applications to graduate for a total of 23 units. The remaining required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

### **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.
- Algebra II
  - 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)

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and 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

Social Studies: three (3) units

- Civics one-half (½) 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 (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

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.

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires one (1) unit of computer business applications for a total of 23 units to graduate which may be taken from any electives offered by the district.

**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)

*\*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
- one (1) unit of a physical science

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 (½) 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.

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.

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires one (1) unit of computer business applications for a total of 23 units to graduate which may be taken from any electives offered by the district.

**Enrollment In College Courses**

Westside seniors are encouraged to enroll in college courses off campus during the regular school day as long as these classes do not conflict with the student's schedule at Westside High School or prevent the student from meeting graduation requirements.

Students interested in enrolling in off campus course work must first secure approval in writing from the principal. A public school student who is enrolled in a public school in Arkansas and successfully completed the eighth grade is eligible to enroll in college courses. Students who successfully complete college courses shall receive credit from the college and the public school and credit shall count toward graduation requirements.

Westside students will receive high school credit of one (1/2) unit for each 3 hour off campus course completed.

**Correspondence Courses**

A maximum of one (1) unit of credit toward graduation may be obtained through correspondence courses with prior approval in writing from the administration. All correspondence work must be earned through an accredited institution. Correspondence work shall fit within the Westside High School guidelines for graduation requirements. The correspondence courses taken will be limited to classes previously taken and failed or ones for which scheduling conflicts prohibited them from being taken on campus.

**Honor Graduates, Valedictorian,  
Salutatorian, AP classes**

To be considered an honor graduate at Westside a Student must have a cumulative grade point average (GPA) of 3.25 or higher on a 4.0 grading scale. The student must be a member in good standing of his/her graduating class.

Honor graduates must earn at least four credits from the following course list and maintain a 3.25 GPA. through the first semester of the senior year.

Digital Communications III and IV	Composition I and II	
Spanish I	Spanish II	Chemistry
Physics	AP Environmental Science	
AP Calculus	AP US History	AP English
College Algebra	Pre Cal/Trig	Survey of College Math

The honor graduate with the highest non-weighted GPA will be the Valedictorian; and the honor graduate with the second-highest non-weighted GPA will be the Salutatorian.

In order for a student to be placed on the nine-week and/or semester Honor roll no grade below a "B" may be earned in any non-AP class.

Westside High School offers four Advanced Placement courses through Distance Learning Lab: AP English, AP History, AP Calculus, and AP Science. An exam is given in late May for each course taken. Scores range from 1 to 5. Any student scoring a 3 or higher receives 3 hours of college credit for that course in addition to their high school credit. Transcript grades in these classes reflect a weighted scale with an A being worth 5 points; a B is worth 4 points; a C is worth 3 points; a D is worth 2 points toward the 5.0 GPA and an F receiving no points. If, however, the student chooses to take the course and not the end of course exam, high school GPA will be calculated following the traditional 4.0 scale. Students must be enrolled in, take the test, and the teacher must have appropriate training in order to receive quality points for Advanced Placement and International Baccalaureate courses. Quality points exist on the 5.0 grading scale.

**Beta Club**

The Beta Club is an honor and service society which promotes scholarship, leadership, and good citizenship at Westside High School. Standards of membership in the local chapter of the National Beta Club conform to the general features of the National constitution and are approved by the principal of Westside High School. Students in grades 7-9 are eligible for membership in Junior Beta. Students in grades 10-12 are eligible for membership in Senior Beta.

The academic requirement for Jr. Beta will be according to the constitution and bylaws.

The academic requirement for membership in Senior Beta will be according to the constitution and bylaws plus maintaining a 3.25 cumulative GPA each semester for students following the honor graduate course requirements. Should a member's GPA fall below 3.25 they will be placed on probation for one semester. If the GPA is not brought up by the end of the suspension period, membership is forfeited. Other membership requirements shall be worthy character and commendable attitude. Any out-of-school suspension in that school year shall result in a student's forfeiture of an invitation to join or the loss of membership.

### **Grades Reflecting Mastery of Objectives**

It shall be the policy of the Board of Education that grades assigned to the student for performance in a class shall reflect only the extent to which the student has achieved the expressed objectives of the course. Grades that express other educational objectives may also be assigned. The professional staff is directed to establish a process designed to implement and document this policy.

### **Classification**

To be eligible for classification as a sophomore a student must have completed six (5) credits.

To be eligible for classification as a junior a student must have completed (11) credits.

To be eligible for classification as a senior a student must have completed (17) credits.

Credit may be denied for a course that a student has already taken and received credit for.

### **Course Offerings For Grades 9 - 12**

#### **LANGUAGE ARTS/COMMUNICATIONS**

English I, II, III and IV

AP English

Journalism I

Journalism II

Oral Communications (May be taken for a full year)

#### **MATHEMATICS**

Algebra I

Algebra II

Algebraic Connections

Geometry

Pre-Calculus/Trigonometry

AP Calculus

Transitions to College Math

Survey of Math/College Algebra

#### **SCIENCE**

Physical Science

Biology

AP Biology

AP Environmental Science

Chemistry

Physics

Environmental Science

#### **SOCIAL SCIENCE**

Civics

Government

World History

American History

AP US History

Psychology/Sociology

Personal Finance

#### **FINE ARTS**

Art I

Advanced Art

Art Survey  
General Choir  
Select Choir  
Instrumental Music I and II

### **FOREIGN LANGUAGE**

Spanish I  
Spanish II

### **CAREER FOCUS**

Family and Consumer Sciences Investigation  
Exploring Personal Finance  
Personal and Family Finance  
Computer Business Applications I and II  
Digital Communications I, II, III, and IV  
Nutrition and Wellness  
Child Development  
Human Relations  
Parenting  
Housing and Interior Design  
Clothing  
Family and Consumer Science  
Small Engine Technology  
Agricultural Electricity  
Agricultural Science & Technology  
Agricultural Structures  
Animal Science/Biological Animal Science  
Introduction to Horticulture/Greenhouse Mgmt.  
Agricultural Mechanics  
Agricultural Metals

### **OTHER**

Health & Safety  
Physical Education  
Concurrent Courses from U of O or ATU-Ozark (6th Math-Syllabus on file)  
Requirements for Grade 7 & 8:  
7th grade: English 7, Math 7 or Ramp Up Mathematics, Geography 7 with AR History, Science 7, Health, PE and/or Athletics, Art, Music, IT 7  
8th grade: English 8, Math 8 and/or Algebra I, World History, Science 8, Keyboarding, Career Orientation, Athletics and/or PE, Health, Music or Family and Work Connections

### **Schedule Changes**

No schedule will be changed after the first week of the Fall semester. Student Schedule Change forms must be filled out for each request. The principal has final approval or disapproval for each change. Schedule changes for the spring semester will be done the last week of the Fall semester or the first week of the Spring semester. If you quit an athletics class during the semester, you will receive an F for the semester. A student will be placed in a non-core course but ONLY with the approval of the teacher and principal.

### **Backpacks, book bags, and Purses**

Backpacks, book bags, and purses may be used to transport items to and from school only. They should be placed in the locker before first period and left there until the end of the day. They should never be in a teacher's room or in the hallway because they restrict traffic flow during fire drills and cause safety issues. They may be transported to the gym or field house for physical activities. Locks are permitted to use on lockers. However the office must have a copy of the combination and/or a copy of the key.

### **Grading**

Students' grades will be evaluated on the basis of the following system:

A - means superior and therefore should only be given in cases where students demonstrate achievement at the highest level when weighed against course objectives and course requirements. 90 - 100%

B - means above average and should be given for achievement above the average but not equal to the superior, compared and weighed as in "A" above. 80 - 89%

C - means average and should be given when the achievement is equal to average compared and weighed as in "A" above. 70 - 79%

D - means below average and should be given when achievement falls below the average but is not failing when compared and weighed as in "A" above 60 - 69%

F - means failing and should be given when achievement falls below course requirements when compared and weighed against the course objectives and course requirements. 59 - below.

I - means incomplete and may be given when the student is given an extension of time to complete course requirements. Incomplete grade will automatically become an "F" two (2) weeks after the end of the grading period unless the student has received an extension of time from the teacher,

\* An asterisk shall be made on a student's transcript to indicate each Special Education class completed.

A progress report will be sent on each student regardless of grade at the fourth week of each 9 weeks.

### **Repeated Courses**

An 8th grade student who takes a course for graduation credit but makes a "C" or below may retake that course the next year. Both grades for that course will be averaged together for cumulative GPA.

### **Homework Policy**

Homework in grades 7 -12 will be assigned in accordance with the following principles and guidelines:

1. Assignments will be made to provide either massed practice for skill/concept recently learned or distributive practice for a skill/concept, which was learned earlier, but review is needed to maximize retention.
2. Massed practice of new skill/concept is essential to achieve a high degree of mastery.
3. Distributive practice (review) of previously learned skills/concepts is essential to promote maximum retention and recall.
4. Practice is most effective if it is provided in short, frequent sessions.
5. Guided practice under the supervision of a teacher prior to independent practice is essential to ensure that the student practices the skills/concepts correctly.

6. The more specific the linkage of practice to the skill/concept being taught for mastery review, the more likely positive results will be achieved.
7. The level of difficulty and complexity of practice must be at or below the level at which the student may proceed without supervision and guidance.
8. Increases meaningfulness of the practice increases the probability of effectiveness.
9. Practice of specific and small bits of learning is most effective as long as meaning is not compromised.
10. The more immediate the result of the practice is made known to the student, the higher the probability of effectiveness.

Failure to complete homework assignments will result in the following for each class per nine weeks:

First Offense: Warning

Second Offense: Teacher will contact the parent

Third Offense: D-Hall – Each additional offense will result in an additional D-Hall. After the third D-Hall the student will receive Saturday School for any additional offenses.

### **Exemption Policy**

All teachers for grades 7 - 12 must give comprehensive semester exams in the first and second semesters of the school year. The final week of each semester will be devoted to semester exams. Students in grades 7 - 12 will be granted an exemption to first & second semester tests for any subject provided the following conditions exist in that subject.

1. A "C" average, or better, with 2 absences or less.
2. A "B" average, or better, with 3 absences or less.
3. An "A" average, or better, with 4 absences or less.

Students may choose to take the semester exam in an attempt to raise his/her grade, but it will not lower their grade.

Any student with 3 or more referrals to detention hall will not be exempt from semester testing.

Any student that has been assigned 2 Saturday schools and/or 2 corporal punishments or a combination of the two will not be exempt from semester testing.

Any student suspended from school any time during the semester for disciplinary reasons will not be exempt from a semester test.

All regular and customary rules and policies will continue to remain in effect during semester exams in regard to Westside High School's closed campus policy. Parents will be notified by press release to the news media one (1) week prior to exam dates, which will provide information, related to exam times, etc.

Students who transfer into the district during the semester will only be able to exempt semester tests if they meet all the exemption criteria and their attendance record is provided by the district from which they transferred."

### **Graduation**

All graduation requirements must be met, and the student must have attended Westside High School the last semester of their graduating year before they will be allowed to participate in the graduation ceremonies and receive a diploma. Any student wishing to appeal this policy must submit a written request to the Superintendent stating the reason for the appeal and why a waiver should be granted. A waiver may be granted concerning participation only in extreme and unusual cases.

### **Promotion and Retention Policy**

7th and 8th grade students who fail no more than two (2) basic subjects have the option to attend summer school if offered and earn a promotion to the next grade level.

Prior to a student being retained "twice" in the 7th or 8th grade, a conference must be conducted with the parent, principal, and counselor in attendance. A decision will be made regarding the potential benefit/drawback to that student's future if that student is retained a second time. All factors/circumstances will be considered and a decision made which is reasonable and appropriate for the student in question.

9th through 12th grade students earning passing marks and fulfilling the requirements of a course will receive that course's designated credit. Students earning failing marks or failing to fulfill the requirements in a course will be required to repeat that course or a satisfactory substitute course until a passing mark is earned.

### **Field Trips**

No school field trips will be scheduled or permitted during Semester Tests or State mandated testing for students being tested. Arkansas Activities Association (AAA) sanctioned events will be the only exception. The principal has the final decision on going on any and all field trips. Field trips that are scheduled during the school day must be for educational purposes only. The trip must be scheduled at least one (1) week in advance, and the principal has the final decision on this type of request. All field trip requests must be submitted by April 30<sup>th</sup>. Students will sign out on field trip sign out sheet when leaving campus.

If a student is suspended or has more than three office referrals - the student will not be allowed to go on any field trips for the semester in which the suspension and/or referrals occurred. If a student has missed more than 8 days during the semester, has excessive tardies, or is failing one or more classes, the student shall not attend field trips unless approved by the principal. Toward the end of the semester, students must have all fundraising money and library books turned in and class dues paid in full before the student will be allowed to go on the field trip. AAA events are not considered field trips.

### **Fund Raisers**

Fundraisers during school hours must be for educational purposes only. The principal has the final decision on this type of request.

### **Student Drivers**

Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal. The automobile is expected to be used for transportation to and from school and not as a plaything to be used during noon hour and before school. Failure to use the automobile in this manner will cause the driver to lose the privilege of bringing the automobile to school. Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

A student driver form must be filled out before being allowed to drive on campus. Students will pay \$3 for a school parking pass. If a student's car is parked on campus without a driver's form on file the following action will take place.

1. First time: Warning
2. Second time: Detention Hall
3. Third time: Driving privileges will be revoked on Westside property for that semester.

If the student driver continues to abuse driving privileges then he/she is subject to vehicle being towed and/or disciplinary action to be decided by principal.

Traffic and parking regulation are made in the interest of safety.

Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

Those who find it necessary to drive to school are asked to observe the following practices:

1. All students must park in designated parking as assigned by the principal. Faculty/staff parking is next to the building. Students may not park behind building inside fence.
2. No student is allowed in the parking area during school time without first registering in the office.
3. Any student driving an automobile to school must have a valid Arkansas driver's license and liability insurance.
4. Before entering campus, reduce vehicle speed to less than 10 m.p.h. Spinning tires, racing motors, and honking horns indicate an immature driver, a poor citizen, and shall cause removal of driving privilege.
5. Students who are seen driving recklessly on or around school property and fail to obey the above provisions will be asked not to bring their automobiles to school in the future.
6. Automobiles must be parked on the campus in the morning upon arrival to school and left unoccupied until school is dismissed in the afternoon.
7. Student drivers must depart the parking lot using the north side exit only prior to buses leaving daily. If they have not departed before the buses arrive they must wait to depart after all the buses leave.
8. Owners of motorbikes and other moving vehicles are to consider the same regulations as for automobiles in the statements above.

### **Seniors' Days to Visit Colleges and Post-Secondary Schools**

Senior college days will be scheduled by the counselor and the principal. Seniors will be allowed one (1) college day, which will not be counted against their absences. Students must have verifications from the college in the form of a letter upon their return. Exceptions may be granted by permission of the principal for special conditions (scholarship visits, etc.) Student and parent must present a written request. If a senior has attendance problems or failing grades in core classes, he/she will not be allowed to take a college day.

### **Students' Rights, Responsibilities and Limitations**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others.

The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship a basic responsibility of those who can enjoy the rights of citizenship is to respect the laws of the community.



The principal is authorized to suspend students for cause. The superintendent is authorized to suspend students for cause. The Board of Education has the authority to expel students for cause.

All of these rules and regulations are the responsibility of the teacher and administration to enforce.

If students do not follow the rules and regulations then they are subject to Group 3 disciplinary actions or appropriate discipline decided by principal.

### **Class Dues**

Each year that a student attends Westside class dues will be collected. The money will be used for class-sponsored functions such as Junior/Senior Prom, graduation items, memorials, etc. The purpose for collecting dues is to phase out other types of fund raising for the class. Any money left in the account at the end of the senior year will be used for something school oriented (landscaping, monuments, etc.) as chosen by the class.

Dues will be \$10.00 a year for grades 7 - 10. Dues will be \$20.00 a year for grades 11-12. The money will be paid to the class sponsors, and will be held in an account for that class (i.e. "Class of 2013"). Dues are to be paid in full by the end of the 3rd nine weeks of each year for the class they are currently in. If a student transfers to another school, the money is not refunded or moved to another school. If a student transfers in to Westside, that student will pay dues as follows for that year: enters 1st semester - \$10.00; 2nd semester - \$5.00; 4th nine weeks - no charge.

If a student does not pay their class dues, that student will not be allowed to participate in class-sponsored functions (i.e. Junior/Senior Prom) until back dues have been paid. The student also will not be allowed to participate or vote in class meetings, or hold class office.

Students must pay ½ of current dues and all past dues to vote or run for football homecoming. Students must have all dues paid to vote or run for basketball homecoming.

### **Student Discipline**

The Westside Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity. The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Westside School Board. The Board shall approve any changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

### **Prohibited Conduct**

1. Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.
2. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
3. Disruptive behavior that interferes with orderly school operations;
4. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
5. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
6. Possession or use of tobacco in any form on any property owned or leased by any public school;
7. Willfully or intentionally damaging, destroying, or stealing school property;
8. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
11. Inappropriate public displays of affection;
12. Cheating, copying, or claiming another person's work to be his/her own;
13. Gambling;
14. Inappropriate student dress;
15. Use of vulgar, profane, or obscene language or gestures;
16. Truancy;
17. Excessive tardiness;

18. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
19. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
20. Hazing, or aiding in the hazing of another student;
21. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
22. Sexual harassment; and
23. Bullying.

### **Bullying**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

### **Definitions:**

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

**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, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited 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;

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

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

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

**Cyberbullying of School Employees** is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,

3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

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

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

**Infractions**

The following groups of infractions are considered improper conduct and will subject the student to disciplinary action. Disciplinary Infractions at WHS will range from a minimum of a warning to a maximum of expulsion. A violation of a rule occurs when the conduct takes place on the school grounds at any time; off the school grounds at a school activity, function, or event; or in route to and from school.

<p><b>Group 1 Infractions</b></p>	<p><b>Group 1 Disciplinary Actions</b> (For any group 1 offense)</p>
<p>Drugs, Alcohol Abuse of school personnel Abuse of athletic contest officials Bomb threats Theft of property Fighting Indecent exposure Criminal acts</p>	<p>1. Suspension of not less than 5 days 2. Suspension and recommendation for expulsion</p> <p>Students who fight on school property may be suspended up to ten days.</p>
<p><b>Group 2 Infractions</b></p>	<p><b>Group 2 Disciplinary Actions</b> (For any group 2 offense)</p>
<p>Smoking/Smokeless tobacco Fireworks Profanity, verbal abuse, obscene gestures Skipping class Leaving school without permission Cell phone usage on campus (<i>refer to cell policy</i>)</p>	<p>1. Corporal Punishment 2. Saturday School 3. Three to ten day suspension, prosecution 4. Suspension, recommendation for expulsion, prosecution.</p>
<p><b>Group 3 Infractions</b></p>	<p><b>Group 3 Disciplinary Actions</b> (For any group 3 offense)</p>
<p>Insubordination Disruption/Interference with school Gang and gang activity Damage/Destruction of school property (including street shoes on gym floor) Treatment of school personnel Abnormal/Irrational behavior Public Display of Affection Cheating Gambling Student assemblies Lunch and cafeteria Gum/Drinks Littering Hall Conduct Dress Code/Appearance Electronic Devices other than cell phone</p>	<p>1. D-Hall (Student may take corporal punishment once per nine weeks in lieu of D-Hall) or Community Service 2. Corporal Punishment 3. Saturday School 4. One to ten day suspension</p>

### **Drugs & Alcohol (G-1)**

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

Therefore, no student in the Westside School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

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.

In an effort to create a healthy environment for students and staff members, and in compliance with the provision of Public Law 101-226, the Westside School District prohibits the possession, use, illegal manufacture, or distribution of illegal drugs, controlled substances, and/or alcohol by its students on school district property or as part of any school 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.

Students should not report to Westside School after having used any prohibited drug. Compliance with this regulation is a condition of the Westside School District and any student in violation will be subject to disciplinary action up to and including expulsion. Compliance with the standards of conduct in this policy is mandatory of all students. Violation of any part of this policy may result in disciplinary action, including suspension and expulsion. If the situation warrants, the superintendent or principal shall communicate all available information to the proper law enforcement agencies and offer full cooperation of the Westside School District in the investigation.

### **Chemical Screen Test Policy**

The Johnson County Westside School District recognizes that chemical abuse or misuse is a significant health problem for students and that all students who represent the District in extra-curricular activities should be encouraged and supported in their efforts to develop a chemical-free lifestyle. The Johnson County Westside Board of Education is determined to help students by providing another option for them to say "no". Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

**Purpose**

1. Assist students to resist peer pressure to use drugs.
2. To allow students of the Johnson County Westside Schools to know that the school is concerned about their total well being. The school district is interested in helping the students who may be having problems.
3. To emphasize concerns for the health of students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
4. To confirm and support State Laws which restrict the use of mood-altering chemicals.
5. To establish standards of conduct for students of Johnson County Westside Schools who are considered leaders among their peers.
6. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
7. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
8. To deter chemical abuse or misuse by all students through the use of random drug testing.

**Scope**

The provisions of this policy apply to students in the Johnson County Westside School District in grades seven through twelve. No student will be allowed to participate in any extra-curricular school activity (any activity outside the regular curriculum) until the consent form has been signed by both student and custodial parent/guardian and returned to the Superintendent or his designee. Positive screening results are considered cumulative and follow this student for the duration of enrollment in the Westside School District.

**Definition**

Illegal drugs are defined as any substance, including alcohol, considered illegal by Arkansas statutes or which is controlled by the Food and Drug Administration unless prescribed by a licensed physician.

**PRESCRIPTION MEDICATION**

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test".

**Consent Form**

Each student must have a signed student/parental/guardian consent form as a requirement for participation in any extra-curricular activity and the drug testing program. Failure to provide the signed consent form will result in the student being prohibited from participating in such activities until the form is signed and submitted to the school. Consent forms for students participating in extra-curricular activities must be signed and returned the first two weeks of school. Students moving into the District during the school year must sign the consent form during the first two weeks of enrollment.



**Selection Process**

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will be tested upon his return to school. The number of names drawn will be no less than (2%) or greater than (15%) of the students in grades seven through twelve. A urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

**Testing Agency**

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

**Cost**

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

**Refusal to Consent to Testing**

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations but are not allowed to attend after school meetings, or participate in any activities.

**Refusal to Submit to Testing**

Any participant who refuses to submit to random drug testing, and/or retesting, is considered having tested positive.

**Testing Positive**

All test results from the laboratory will be communicated to the Superintendent or designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to sign an additional consent form.

The following precautions will be taken, as appropriate, at the collection site:

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongings (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student will not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and processing area.
4. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
5. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
6. If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate

sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff.

7. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.

8. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

### **Analysis Process**

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to an SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

### **Results and Notification**

Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

### **Records**

All records concerning chemical abuse testing will be maintained by the Superintendent or his designee in a separate, locked file.

The records will not be kept in a student's regular file. Only the Superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his chemical abuse testing records upon written request.

### **First Positive Test**

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, and the student's head coach or sponsor, when possible. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or parent. The student will be placed on probation for thirty days. During probation the student may not participate or practice until a negative test, according to policy guidelines. If there are not thirty days left in the school year, the thirty day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any curricular or extracurricular activities which occur outside the regular school day. In order to regain eligibility after the thirty-one day probationary period, the student must be tested again at the district's expense and a written copy of the results will be given to the Superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities for one calendar year. A positive retest at the end of the thirty-day probation period will be considered a second positive test.

To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

*Exception: A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.*

### **Second Positive Test**

For the second positive test, the student will not be allowed to participate in or attend extracurricular activities for one calendar year. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

### **Third Positive Test**

For the third positive result, the student will be permanently suspended from participating in or attending any activity program for the remainder of his enrollment with the school. A third positive screen could come from a third positive test from the random pool or a result of a rescreen at the end of a probation period.

### **Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs. The results of any drug test pursuant to this policy will not be documented in any student's academic records.

### **Other Disciplinary Measures**

The district, by accepting this policy, is not precluded from utilizing other disciplinary measures set forth in the student handbook and this policy does not preclude the district from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities.

### **Penalties for Abusing or Insulting Public School Teachers (G-1)**

Any person who shall abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction, shall be liable to a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00) (Act 1243 of 1997)

### **Penalties for Abuse of Athletic Contest Officials (G-1)**

Any person with the purpose of causing physical injury to another person who shall strike or otherwise physically abuse an athletic contest official immediately prior to, during, or immediately following an interscholastic, intercollegiate, or any other organized amateur or professional athletic contest in which the athletic contest official is participating shall be guilty of a class misdemeanor. (Act 355, 1997)

### **Bomb Threats (G-1)**

A student who calls in a bomb threat and/or any other threat to the health and safety of the students and employees will be referred to the legal authorities and will be recommended for expulsion.

**Indecent Exposure and Sexual Advances (G-1)**

A student shall not deliberately commit indecent exposure in school, nor shall a student make improper sexual advances toward another person.

**False Alarms (G-1)**

Student shall not report false alarms.

**Weapons (G-1)**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are excepted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm<sup>1</sup> shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.<sup>32</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

### **Criminal Acts (G-1)**

The commission of or participation in criminal acts in school buildings or at school sponsored events by students is prohibited by law. Disciplinary action will be taken by school authorities against students involved in criminal acts, regardless of whether or not criminal charges result.

### **Theft of Property (G-1)**

A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school.

Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

### **Fighting (G-1)**

Fighting will not be tolerated in the slightest at Westside High School. Students who fight or cause a fight by any means to include intimidation or coercion, will be subject to the following: Depending on severity, students will be suspended ten (10) days, law enforcement authorities will be notified, and citations may be issued. It is possible that a student who fights will be prosecuted by the court system. Fighting will be defined as a physical conflict. A student will not be subject to disciplinary action when it can be determined that he/she attempted to avoid engaging in a confrontation or if the student acted in self-defense.

## **Group 2 Infractions**

### **Smoking & Smokeless Tobacco (G-2)**

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

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-pips, or under any other name or descriptor.

It shall be the policy of the Westside Board of Education that all students shall be made aware of the physical/mental effects of the use of drugs, alcohol, and tobacco.

Act 1555 of 1999 states: Smoking or use of tobacco products in any form on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty of a misdemeanor and be subject to a fine of not less than \$10.00 or more than \$100.00.

Students are not to use nor have in their possession any form of tobacco while at school or at a school activity or function.

Students are encouraged to seek treatment and/or counseling for drug/alcohol problems. The Westside School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. Following is a list of some of the agencies in our area.

Adolescent Care Unit  
Ark. Rehab. Institute

Community Services  
Clarksville 754-7296  
Little Rock 223-7507

Adolescent Care Unit  
Sparks  
Ft. Smith 441-5500

Counseling Associates  
Clarksville 754-8610  
Russellville 968-1298

Ark. Children's Hospital  
"Turning Point"  
Little Rock 370-1360

Harbor View  
Mercy Academy  
Ft. Smith 487-5550

Charter Hospital  
Little Rock 851-8700

Rivendale Child & Youth Center  
Benton 794-1255  
Little Rock 372-3647

Charter Vista  
Fayetteville 521-5731

Bridgeway  
North Little Rock 771-1500

### **Fireworks (G-2)**

Possession of and/or the firing of fireworks of any kind is prohibited on school property.

### **Profanity, Verbal Abuse, and Obscene Gestures (G-2)**

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. Any student who displays physical obscene gestures in any photos taken for school use (yearbook, newspaper, etc.) will be subject to Group 2 disciplinary action and will incur cost of photographer and retaking photo.

### **Cell Phones (G-2)**

Students may be allowed to use their cell phones before school, during lunch, and after school in accordance with the Electronic Devices policy in the handbook. Use during class time is prohibited except as prescribed in the Electronic Devices policy in the handbook. Use during passing periods is prohibited.

Violation of the above policy will result in the following: On the first offense, the cell phone will be confiscated for 5 days. After that time a parent or guardian must pick up the phone. On the 2<sup>nd</sup> offense a student will receive Group 2 Saturday school. On the 3<sup>rd</sup> offense, the student will return to Group 2 (3-10 day suspension). If a student is unable to serve the stated penalty, then the next in the progression will be administered.

## **Group 3 Infractions**

### **Electronic Devices (G-3)**

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.

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

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

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

Use of an electronic device is permitted to the extent it is approved in a student’s 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 permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

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

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

### **Cheating (G-3)**

Students caught cheating will receive a zero and Group 3 disciplinary actions.

**Disregard of Direction or Commands (Insubordination) (G-3)**

All students shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, and any other authorized personnel.

**Gangs and Gang Activity**

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

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 found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Gang-related activity- whether genuine or a pretense- that is identified by school officials will result in a minimum (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang-related activity will result in a recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.

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.

**Damage or Destruction of School Property (G-3)**

A student shall not cause or attempt to cause damage to school property. The district will attempt to recover damages from the student destroying the property. Parents of any minor student under the age of 18 living with the parent/guardian may be liable for damages caused by said minor in the amount not in excess of \$5,000.00.

**Treatment of School Personnel (G-3)**

Students will not be allowed to behave in a hateful, discourteous, or degrading manner toward any school employee.

**Abnormal or Irrational Behavior (G-3)**

Any student whose actions are abnormal or irrational shall be temporarily suspended from class by the teacher and/or from school by the principal or other person in charge.

**Public Display of Affection (G-3)**

Public display of affection is not acceptable. Holding hands, placing arms around each other, and kissing is prohibited at school and at school activities. Students who are charged with such



activity will be warned and brought to the principal's office. They are on probation for the first time. If such activity continues, parents will be called in for a conference and suspension from school may be used for disciplinary action.

### **Gambling (G-3)**

A student shall not participate in any activity, which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

### **Student Assemblies (G-3)**

All students attending assembly programs shall behave in a manner that will not distract from the program or keep others from enjoying the full benefits of the program. Seating areas will be assigned by class.

### **Breakfast, Lunch and Cafeteria (G-3)**

Meals are provided to students for breakfast and lunch free of charge. Each student is asked to take his/her plate, silverware, milk cartons, and napkins to the window after they have finished eating and place them in their proper containers.

During lunch, drinks are to be consumed in the cafeteria or patio area only.

No exposed hairbrushes will be allowed in the cafeteria during lunch.

Students will use the designated bathrooms at lunchtime.

Students will congregate in designated areas during lunch.

**Lunch Duty:** Only Line-Duty teacher and class will go early to lunch.

1. Student vending machines will be limited to the back entrance of the gym. During lunch students have the following options: (1) remain in the cafeteria, or (2) exit by the west door in the cafeteria to the patio area. At the end of lunch, students should enter the building through the north door in the hall leading to the cafeteria. During inclement weather students will remain in the cafeteria if possible.

2. Bathroom usage during lunch should only be during the first four minutes of lunch, or the last four minutes (between tardy bells) and the facilities in the halls should be used. Allowances for medical exceptions will be determined on a case-by-case basis.

### **Gum and Drinks (G-3)**

Gum is not allowed. The first incident of gum chewing is a Group 3 offense. Repeated offenses may be deemed as insubordination, and will be dealt with as such.

Drinks will be sold only from available machines. Drinks are not to be purchased or consumed between classes or during class time. Students may purchase and consume drinks before school and after school only. At no time are students permitted to consume or have in their possession drinks in the high school or any classroom on campus. Exceptions must be requested in writing by a faculty member and approved in advance by the administration. (Ex: Christmas party, etc.) **Drinks brought to school must be sealed and checked in with hall duty personnel when the student enters the school. Open containers are not permitted.**

### **Hall Conduct**

Students are responsible for proper conduct and behavior at all times. The following are examples of conduct to be avoided:

1. General horseplay.
2. Eating in hallways.
3. Running.
4. Congregating or loitering in hallways.

### **Hall Passes**

Students should be in class learning.

Students that are in the hall during class must have a pass from the teacher that indicates where they are going.

### **Dress Code and Appearance**

The school board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action. The office will provide tape 1 time for students with holes. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and community standards for school students.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, or physical education.
3. The following items are not considered appropriate wear for school or school activities: cleated shoes, mesh shirts without under garment such as a T-shirt, half shirts, tank tops, halter tops, strapless tops, short shirts which reveal the stomach, garments with slogans or pictures concerning drugs, tobacco, alcohol, or sex. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.
4. A student shall not wear or use emblems; insignias, badges or other symbols which cause substantial disruption or interference with the operation of the school.
5. No spandex shorts, no pants or garments with holes above the knee, no cut-off shorts, no cut-off sweats. Shorts and skirts must meet the following requirements:
  - A. The proper length must be no more than a pinky finger length from the top of the knee. The hem of all apparel must meet this requirement. If there is more than one garment, then the shortest hem must meet the requirement.
  - B. The shorts must be neatly tailored. (Rolled up cut-offs must meet length requirement and must stay rolled up.)
6. Dress should not be disruptive to the educational process, undermining, cheap, rude, contemptuous, detract from proper decorum of the school, constitute a challenge to the authority of the administration, or disrupt the educational process.
7. No caps allowed on campus. They will be confiscated to be returned to your parents.
8. No pajamas or house shoes may be worn on campus.
9. No midriff tops will be allowed.
10. The only visible body piercing allowed must be in the ear. Tongue is not considered visible unless student keeps tongue stuck out.

11. Sleeveless shirts must be factory made.
12. The waistline of pants, jeans, shorts, etc. must be worn at waist level. No “sagging” allowed. A violation of the Westside Dress Code will result in a disciplinary referral to be completed by either a faculty member or the principal. Disciplinary action will start with a warning and the student changing into appropriate clothing. Additional offenses will result in escalating disciplinary actions ranging from D-Hall to expulsion.

### **Discipline for Handicapped**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures. Treatment under these rules will not abridge the right to a free appropriate public education. The individualized education plan (IEP) team for a handicapped student will consider whether particular disciplinary procedures should be adjusted for that student and include them in his/her IEP. Handicapped students will be excluded from school only in an emergency. In no case will a handicapped student be excluded for more than ten (10) days. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team will be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement, and toward minimizing the harm resulting from the exclusion. The suspended student will be offered alternate educational programming for the duration of the exclusion.

### **Behavior Not Covered**

The Westside School District reserves the right to punish behavior, which is not conducive to good order and discipline in the school, even though such behavior is not specified in written rules. A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual un-cleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook. (Act 742 of 1997)

### **Corporal Punishment Policy**

The Westside School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued certificate 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 certified licensed staff member employed by the District as a witness, shall not be excessive, or administered with malice.

Corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment, and unless the pupil has been told that a continuation or repetition of his/her behavior may lead to corporal punishment. In the event that corporal punishment is not allowed, Saturday school or suspension will be used. Should such punishment become necessary, it must be administered by a certified

employee of the district to any pupil for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar, or insulting language, or any other conduct that would tend to disrupt the educational process. Corporal punishment must be administered in the presence of another certified teacher. It may be administered in the classroom or hallway; it cannot be administered in the presence of other students, or in a spirit of malice or anger, nor will it be excessive. Refusal to take corporal punishment will result in one (1) day of Saturday detention or one (1) day suspension for each swat refused. Failure to attend the assigned Saturday detention will result in a three (3) day suspension from school for each Saturday not in attendance.

The Board directs that corporal (physical) punishment, when deemed necessary, will be administered according to the following requirements:

1. It will be administered to the lower posterior only.
2. The parent will be notified by the office in writing of the reasons for the punishment and the name of the witness.

**Legal Reference:** A.C.A. § 6-18-503 (b)  
**A.C.A. § 6-18-505 (c) (1)**

#### **Assignment of Disciplinary Action**

Any teacher may assign any disciplinary action provided for the student handbook except suspension from school, assignment to an alternative learning environment, or recommendation for expulsion. Teachers may recommend to the principal any of these actions in writing, stating the reasons for recommendation.

#### **Alternative Learning Environment**

Alternative learning environment assignments will be made by the principal/superintendent in coordination with the ALE Committee. Assignments may be for those students who do not fit into the regular school setting for reasons such as, but not limited to i.e. behavioral problems, social problems, failure to achieve at expected level, etc. Assignments are for a minimum of the remainder of the grading period.

#### **Saturday School Detention Policy**

A student assigned to Saturday school will be required to meet the following guidelines:

1. Time: 8:00 - 12:00 noon
2. Two (2) five (5) minute bathroom breaks.
3. A certified staff member will act as monitor.

A sequential 500 word written behavior modification plan must be completed by the student in order to receive credit for time served.

Failure to attend Saturday school will result in:

1. Attendance makeup on the following Saturday (only under rare instances and emergencies, and only with prior approval of the high school principal).
2. A three (3) day suspension from school.

Students may only have 5 Saturday schools per semester. After the 5th Saturday school the student will be suspended.

### **Suspension Policy (Teacher)**

A teacher has the authority to suspend a student from class by sending the student to the principal's office with a written statement of the reasons for the student's suspension from class. The principal shall determine whether to reinstate the student to class or take other disciplinary action.

### **Suspension Policy (Principal)**

The principal is authorized to temporarily suspend a student from school for a period not to exceed the (10) days, and require a student/parent/principal conference as a condition for considering reinstatement. Parents will be notified by phone, e-mail, or first class mail. The conference may be conducted by phone or at a later time, which is mutually convenient for both parties. When suspended, a student is not permitted to return to campus or attend or participate in any school sponsored function during the term of the suspension. Students suspended during semester tests or End of Course testing will be allowed to come in and take tests.

Student or parents may appeal the suspension with the following steps: (1) Superintendent

### **Expulsion Policy**

When the principal decides to recommend that a student be expelled, he shall make such recommendation to the superintendent along with a written statement of the charges against the student. The superintendent shall then schedule a hearing before the Board of Education and notify the parent/guardian. The student and his/her parents/guardians may waive a hearing scheduled for the purpose. Such waiver must be in writing. A student who has been expelled cannot be on campus for any reason until the following school year.

### **Remediation Policy**

(c)(1) Beginning with the 2005-2006 school year, any student required to take an end-of-course assessment that is identified as not meeting the satisfactory pass levels for a particular assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan in the school year the assessment results are *reported in order to receive credit on his or her transcript for the course related to the end-of-course assessment.*

*(2) The individualized academic improvement plan shall include remediation activities focused on those areas in which a student failed to pass an end-of-course assessment.*

(3) Effective starting with the 2009-2010 school year, students that are identified as not meeting the satisfactory pass levels for an end-of-course assessment shall not receive credit on their transcript for the course related to the end-of-course assessment until the students are identified as having participated in remediation through an individualized academic improvement plan.

### **General Regulations**

1. Students who drive or walk are to refrain from arriving at school before 7:40 a.m. especially on bad weather days. Those who do arrive early should expect to stay outside. When they are allowed to go in, it should be with proper conduct.
2. Do not loiter on private property.
3. Respect for classmates and teachers and their property is expected of each student in Westside School.
4. Students will not bring guests to school. All visitors must obtain a pass at the office.

5. All school functions will be supervised by members of the teaching staff and will be governed by the same rules and regulations applicable to regular class.
6. Harassment in any and all manner is prohibited.
7. Hall passes: No student will be out of his or her assigned class without a pass from that teacher.
8. Do not enter the office without permission. Present your pass at the window to the secretary.
9. Phone calls: school phones are not for student use. Messages will be taken in the office if an emergency arises. Students needing to use the school phone must do so between classes or at lunch.
10. The teacher's lounge is off limits to all students.
11. Students who ride a bus to school are considered to be "on campus" upon their arrival at the bus stop. When they debark from the bus they may not leave campus unless proper handbook procedures are followed for "checking out".
12. Students who walk or ride to school with parents or other students are considered to be on campus when they arrive. If they leave campus the "check out" procedure should be followed.

**Discrimination Policy**

It is the policy of Westside High School not to discriminate on the basis of sex in its education process or activities as required by Title IX of the 1972 Educational Amendments. Affirmative Action Coordinator:

Peggy Horne  
1535 Rabbit Hill Road  
Hartman, AR 72840

**Johnson County Westside School District  
Act of Terrorism and School Safety  
Procedures /Protocol**

**General Recommendations:**

Specific needs and protocol will be based on location, local issues and impact of unique factors influencing each school and school community.

1. Communicate, prepare and practice our crisis procedures on a regular basis.
2. Follow procedures listed in our crisis manual.
3. School personnel will maintain a "heightened awareness" for suspicious activity and to report same. This may include suspicious vehicles, people, packages, etc.
4. Building principals will set perimeter security and access control issues.
5. Maintain a protective effort of visitor access and control.
6. Verify and identify all service personnel and vendors visiting the school.
7. Transporting of students/staff in school vehicles if needed will be coordinated with the principals; superintendent; and transportation director.
8. Secure access to utilities, boiler rooms and other maintenance/facilities operations locations.

**Biological and Chemical Threats; Including Anthrax and Mail Handling**

1. All mail opening should be handled by one staff member with appropriate precautions.
2. Follow US Postal Service recommendations on suspicious mail.
3. Custodians/Maintenance will quickly shut off all heating, air conditioning and ventilation systems if necessary.
4. Any suspicious items should be taken to a safe area and authorities notified.
5. Review lockdown/evacuation procedures as necessary for the threat involved.
6. Follow guidelines for evacuations depending on the threat.
7. For periods of extended detainment procedures will be followed for beverage and food service during normal and after hours.
8. School nurse will be on site to participate in the process.
9. Check emergency communication equipment.
10. Identify all non-school personnel at the site.
11. Remain calm and use the procedures and protocol as developed for each situation.

**Search & Seizure Policy**

School districts must create a climate in the schools, which assures the safety and welfare of all students. School authorities may search a student's locker or make a personal search and seize any contraband materials. Lockers and textbooks belong to the school district; therefore, the locker and a student's property in the locker are subject to periodic administrative searches, and the district reserves the authority to search lockers without the consent of the student if necessary. Search should be made under the following conditions:

**1. Lockers Searches**

- A. Students should be informed of the conditions governing the use of school lockers when locker assignments are made.
- B. Searches should be made only by the building principal or an official duly authorized for that purpose by the building principal with a witness present. The search of a particular locker should be made upon a reasonable assumption that the student is secreting evidence of an illegal act or contraband materials.

C. Blanket searches of every locker should not be permitted except in unusual circumstances. Periodic requests for all students to remove all books, followed by a search for lost books, is not considered a blanket search and is permissible.

D. If practical, the student should be given the opportunity to be present when a search of personal possession in his/her locker is conducted if there is no reason to believe that his/her presence would be a threat to the safety of the student or others.

## **2. Personal Searches**

A search of a student's person should be limited to a situation in which the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband, or violation of a school rule. Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, as amended, and other items which may be used to disrupt substantially the educational process and will be removed from the student's possession and will be reported and transmitted to the proper authorities.

A. An adult witness will be present when a personal search is conducted.

B. Students should be asked for their consent prior to a personal search. A search warrant should be obtained if a student objects to a personal search, unless there is reasonable cause to believe that a dangerous weapon such as a gun or knife is being concealed.

C. A pat-down search of a student's person should be done by a school official of the same sex and with an adult witness present.

## **3. Automobiles**

Automobiles on school property may be searched if reasonable suspicion exists.

Legal References: State vs. Stein, 203 Dan. 628, 456 P 2d (1969) Cert. Denied 90 S. CT. 996 (1970). "Although a student may have control of his locker against his/her fellow students, his/her possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances. We deem it a proper function of school authorities to inspect the locker under their control and to prevent their use in illicit ways or for illegal purposes.

We believe this right of inspection is inherent in the authority vested in school administration and that the same must be retained and exercised in the management of our school if their educational functions are to be maintained and the welfare of the student body preserved."

A.C.A. § 6-18-513

A.C.A. § 9-13-104

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

## **Bus Transportation**

School buses are operated by the school for the purpose of transporting students who live too great a distance to walk to and from school. The drivers have the same authority and responsibility on the bus that teachers have in the classroom.

Pupils are under the supervision of the bus driver and are responsible to him/her for their conduct. Bad conduct on buses is to be reported by the bus driver to the principal. The buses will run as nearly on schedule as possible. The bus driver has the authority to move any student to any seat on the bus. Students who continually cause trouble while riding a bus may have that privilege removed.



### **Rules for Conduct on School Buses**

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the road or highway while waiting for the bus.
2. While waiting for the bus, pupils must remain in a safe place away from traffic. If you miss the bus, elementary students should not attempt to hitchhike a ride or walk to or from school.
3. While loading or unloading, enter or leave the bus orderly and quickly. Do not try to get on or off the bus while it is moving. Enter and leave the bus by the front door ONLY, except in an EMERGENCY.
4. Students are expected to conduct themselves in a manner that will not distract attention from their driver or disturb other riders on the bus.
5. Do not change seats while the bus is in motion. Seats may not be changed without permission of the bus driver.
6. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
7. Pupils are not to put their hands, arms, heads or bodies out of the windows.
8. Students are not to deface the bus or any school property. Do not write on the bus, cut the seats, etc. Do not throw paper or objects on the floor of the bus. No tobacco of any form may be used while riding a bus. Keep aisle of but clear of books, lunches, coats, etc. No food or drinks allowed on the bus.
9. Do not ask the driver to let you off the bus at the store or to get mail out of the box.
10. If a pupil must cross the highway to enter the bus, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
11. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the highway only after the driver has signaled you to do so.
12. Bus students will be subject to all conduct regulations that pertain on campus or in the classroom while being afforded transportation, and all children shall be held responsible for their conduct in going to and from school as it affects school organization and school moral.
13. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The bus driver has the authority to assign seats.
14. Do not leave the bus without the driver's consent, except on arrival at home and at school.
15. Permission must be obtained from the principal to visit school buses after they are parked at school.
16. Refer to Arkansas Law Act 264, 1993, and Act 567, 19995, in this handbook under Weapons dealing with weapons on school buses.

### **Unsatisfactory Bus Conduct**

Bus drivers will report students who fail to obey bus rules to the principal. The following policy of unsatisfactory bus conduct will then apply:

First Offense: Warning by bus driver

Second Offense: 3 day bus suspension

Third Offense: 5 day bus suspension

Fourth Offense: Off bus for remainder of school year.

In a serious or emergency situation, students may be removed from the bus transportation at any time.

### **Athletic Policies**

In order to be eligible, a student must meet AAA guidelines.

1. All players will ride the bus to all games away from home.
2. Players will be expected to be at the place where they are to be picked up by the bus by the time designated.
3. Players will return from the games on the bus unless the student and parents secure permission from the coach to return with his/ her parents. A form must be signed.
4. Players will conduct themselves in an orderly manner, which will bring credit to them, and their school at all times.
5. Each player will be responsible for the care of his/her equipment, including proper cleaning and drying of uniforms.
6. Sportsmanship will be displayed at all times.
7. Players will either take out student accident insurance or have insurance coverage under another policy.
8. Players, when on trips, will remain in the building until all games are finished, unless properly excused by notifying the coach.
9. Players will not give argument to anyone who is in charge of them on trips, including bus drivers.
10. Players on athletic trips are not only subject to these rules but also to all rules and regulations of Westside High School.
11. Violation of one or all of these rules can bring about suspension from the team or such action as the coach or duly authorized school official shall deem necessary to correct the situation.
12. Players will be expected to dress in such a manner as to reflect credit on them and their school.
13. To earn a varsity letter, a player must do the following:
  - A. Complete the season, including post-season tournaments.
  - B. Play in half of all the quarters his/her team plays in during the regular season.
14. These rules are subject to change at any time the school officials feel they should be changed.
15. In order for any student to participate in an athletic event that student must be in attendance a minimum of four (4) periods during the day of the event. This will be checked and monitored by the head coach and the director of the activity involved. Exception s may be made with prior approval from the coach and principal.
16. Athletic managers are required to meet the same academic criteria as the student athlete. There may be no more than one (1) student manager assigned, per team, during the regular school day. A student may be an athletic manager no more than one (1) period per day.

### **Athletic Events**

During athletic events in our gymnasium or at our athletic fields, Westside students are asked to remain inside the gym or field until the event is over. If students must leave they should not return. Any student leaving the gym or field shall be required to pay before reentering. All necessary facilities and refreshments are provided within the gymnasium or field for all visitors and students.

### **Westside Sportsmanship Creed**

The purpose of athletic fans is to watch, to support, and to cheer for the teams. Athletic fans should refrain from intimidation or ridicule and should enjoy watching skill and competition.

Be Positive: Cheer for the teams.

Be Courteous: Reflect a positive attitude of yourself, your school and your opposing team.

Be Respectful: Show respect to the players, the coaches, the officials, and other fans.

Thank you for your continued support of our students, staff, and community.

### **Extracurricular Activities**

It shall be the policy of the Board of Education that the district will adhere to the requirements established by the AAA in regard to:

1. Extracurricular and non-instructional activities and their place in the school program.
2. Limit and control interruptions of instructional time in the classroom and the number of absences for such activities.
3. Requirements students must meet to be eligible to participate in extracurricular activities. In the event that scheduling conflicts are unavoidable, the choice will be made by the student and parents. No penalty shall result from a student choosing one activity over another.

### **Homecoming Queens**

1. The faculty will nominate up to 6 students from 10th and 11th and 12th grade.
2. Students will select their class nominee from among the three (3) finalists.
3. Athletic teams will then select the winner.
4. Prior homecoming queens are ineligible.
5. The queen will be chosen from the senior class.

### **School Dances**

All dances scheduled must meet the following guidelines and any other guidelines adopted at a later date:

1. All dances must be school sponsored.
2. All dances must be sponsored by a recognized organization.
3. All dances must be scheduled at least two (2) weeks ahead of time.
4. The times the dance begins and ends will be set by the principal.
5. All dances will be chaperoned by certified school employees.
6. Proceeds from the dance will go to the sponsoring organization to pay for all expenses incurred.
7. The sponsoring organization will be responsible for cleaning the facility used for the dance before the next school day begins.

Students attending school-sponsored dance must comply with the following request, and any other request deemed necessary, which may be made at a later date and relayed to all students:

1. Students must pay the required fee to enter the dance.
2. Students who leave before the dance is over do so with the understanding that they will not be allowed back into the dance and their money will not be refunded. Students must leave the school premises upon leaving the dance.'
3. Unless directed otherwise, all dances will be for WHS students only and their dates (which may or may not be WHS students. Any student wishing to bring a date who is not a WHS student must complete a date approval form by the required deadline and receive approval from the

principal. Dances are not open to the general public. Students have to be in good standing to attend.

4. Students bringing dates who are not students of WHS are responsible for the actions of their dates. If problems should arise, a WHS student whose date is involved will not be allowed to bring another non-WHS person to any future dance.

5. Use of tobacco and alcoholic beverages or any form of illegal drug is prohibited at all school functions. Students who, in the judgment of certified personnel at the dance, are under the influence of alcohol or drugs will not be admitted to the dance and must leave the school grounds. Parents and Law Enforcement will be notified. Students caught using, or who are under the influence of, drugs or alcohol will be suspended from school for a minimum of time prescribed as outlined in the student policy handbook and must leave the dance and school grounds immediately.

6. There will be no loitering on school grounds during the time any dance is scheduled.

7. Students involved in disorderly conduct or any conduct which may be out of line in the judgment of any certified person chaperoning the dance will be asked to leave the dance and school premises. The students' money will not be refunded.

8. Neither WHS students, nor their dates will be allowed on stage with the performing groups without the permission of a certified person on duty.

### **Organizational Meetings**

Students have the right to join existing clubs and organizations if they meet the requirements of the club or organization. No student will be restricted on the basis of race, sex, national origin, or other arbitrary criteria. Students may, however, be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bayh Amendment. School fraternities and secret societies are banned in Arkansas public schools. The office must know at least one (1) week in advance of all meetings. Meetings will be set up by sponsors only. Meetings should be conducted before school, at lunch, or after school and should not interfere with class time.

Students are not permitted to hold the same office in more than one (1) organization or class. They will be allowed to hold only two (2) offices.

### **Office Aides**

There will be no more than 2 office aides per class period. Students wishing to serve as an office aid must receive approval from the office.

1. A minimum cumulative GPA of 2.5 is required.
2. A student may be an aide no more than one (1) period a day.

### **Library**

The library at Westside High School is as complete and helpful as we can make it at the present time. In order to keep it this way, students and teachers must observe some regulations.

1. Students and teachers must check out all materials that they take from the library so that these materials will not be lost. We want very much for the library materials to be used, but please return them on time so that others may also use them.
2. Student coming to the library from a classroom must have a signed Library Permit from their teacher. No student will be permitted to leave the library the last five (5) minutes of a period.
3. All classroom groups visiting the library must be scheduled in advance, and the supervising teacher must accompany them and sit with the group.

4. Videos must be checked out and returned by teachers only.
5. The library is open from 8:00 a.m. until 3:30 p.m.
6. When you arrive in the library give your classroom pass to the librarian. If leaving by teacher request, pick up your library permit with the time recorded on it and return to your classroom.
7. The card catalog is the directory to the books, tapes, filmstrips, records and collector's items that are in our library.

**Library materials consist of:**

1. Two-week books: Most books may be kept for two (2) weeks. Students are encouraged to return the books as soon as they are finished with them. This will prevent paying fines and losing any books. You may renew these books as often as needed.
2. Reference books: These books may be checked out overnight with special permission. Reference books are to be returned first period the following day. Other arrangements for use of reference materials may be made between classroom teachers and librarian.
3. Reserve books: Arrangements for use of this material will vary according to the requirements of classroom teachers.
4. Magazines: Current magazines are located in the magazine rack. Students may use a magazine and return it to the rack. Do not leave them on the tables. Do not take them from the library. Please treat them well. A large number of periodicals are kept on file for research work. Back issues of magazines may be checked out for one (1) period for use in the classroom.
5. Students may check out back issues of magazines for three (3) days.
6. Vertical file: These files contain information on various subjects. Files are to be used in the library only unless arrangements are made with the librarian.

The charge for a lost book will be the replacement cost of that book. Fines will be charged as follows:

1. Two week books: Five (5) cents a day
2. Reference books: Fifty (50) cents a day
3. After one (1) month, fines will double

It is the student's responsibility to return the books on time. Sending overdue notices is a service to students and not an obligation to them. Bring these notices with you to the library for settlement.

**Emergency Drills**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year.

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is appropriate to the age of the student and grade configuration of the school and the drills may be conducted during the instructional day or during non-instructional time periods.

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that

is developmentally appropriate to the age of both the students and grade configuration of the school .

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

### **Distribution of Literature**

Westside School reserves the right to prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause or is causing substantial disruption of school activities.

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets.
2. Distribution must take place before 8:00 a.m., during the lunch period, after 3:10 p.m., or during an organizational meeting.
3. Distribution must not take place during class time. It cannot take place during a school activity where interference of such may occur.
4. Each Westside student has the right to accept or reject any literature distributed in accordance with the rules.
5. All petitions shall be free of obscenities, libelous statements and personal attack, and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.
6. Petitions should be handed in to the student government sponsor, counselor, or principal. They will determine if they are in accordance with the rules and decide the appropriate action to take on each.

### **Yearbook Staff**

Yearbook Staff is open to students entering grades 10-12. To be eligible a student must have a 2.0 GPA and a "C" in English. Students are required to complete an application and interview with the yearbook advisor, and committee as appointed by the principal.

### **School Newspaper and Official Publications**

The journalism class of Westside School is encouraged to maintain a school newspaper for the purpose of reporting school news. The annual staff is responsible for preparing a school yearbook for the district. Students have the right to editorialize. Students must refrain from printing anything which might contain obscene language or libelous material.

### **Grade Change Policy**

When grades are given for any course of instruction taught in Westside School District, the grade given to each pupil will be the grade determined by the teacher of that course.

- A. If after 21 consecutive days the grade is unquestioned from the time the grade is issued on the report card, the grade stands as assigned by the teacher.
- B. If for some reason a teacher is incapacitated during the 21-day period, a special committee will review the grade. This committee will be made up of the following:
  1. An administrator of that school.

2. Two teachers within the field of study of the course that the grade was given and mutually agreed upon by the student or parents and the administrator of that school. If two teachers cannot be found that are in the same field of study, two mutually agreed upon teachers in any field will be selected.

### **Detention Hall Guidelines**

1. Detention Hall will be held during lunch.
2. Assignments will be minimum length of one day and a maximum of five days. Two additional days will be added for refusing to sign D-Hall slip.
3. Detention hall assignments should be made for tardies, small classroom disruptions (talking, no materials or inappropriate language) or any other small offenses whether in the classroom, hall, lunchroom or anywhere students are under our supervision.
4. Saturday School will be assigned for students that exceed 5 referrals for D-Hall in a nine week period.
5. Students will receive two additional days for every unexcused day they miss in Detention Hall.
6. Every student starts over each nine weeks.
7. Administration reserves the right to add additional punishment.
8. Swats one time per nine weeks for D-Hall, then D-Hall thereafter, then Saturday School, then three day suspension.

### **Entrance To and From Building**

Anyone entering or leaving the building should be allowed to use ONLY the front doors by the office, and all exterior doors should remain locked from the outside at all times during the day. The only exceptions should be during lunch periods, in which a designated exterior door will be used to exit the cafeteria; and in case of emergencies such as fire, etc. In which case the students should exit to the rear of the building and remain seated at the football stadium.

### **Teacher's Lounge**

No students are allowed in teacher's lounge. Any student caught in the teacher's lounge will be subject to disciplinary action.

### **Intercom Policy**

Announcements may be read only during the first five minutes of first hour and during the last five minutes of fifth hour except during emergencies. Staff and designated students may use the intercom. During semester and standardized exams, no use will be allowed unless the principal or his designee has granted use otherwise or in the case of emergency.

### **Section 504**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be reinforced including (1) notice, (2) opportunity of parent/guardian to examine relevant records, (3) opportunity for impartial hearing, and (4) a review procedure. Mr. Lucas Skaggs, Principal, is the coordinator of Section 504 activities and may be contacted at (501) 497-1171.

### **Merit Holiday**

Any student that has perfect attendance (no absences in any class) will be awarded a merit holiday the next semester. A student may not take a merit holiday the day a test is scheduled. The student must use the merit holiday in the semester it is awarded or lose it. Students must notify the office one day in advance of taking the holiday. This award is non-transferable.

### **Video Surveillance**

The 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, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The district shall retain copies of video recordings until they are erased<sup>1</sup> 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;<sup>2</sup> any release or viewing of such records shall be in accordance with current law.

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

### **FERPA Annual Notice**

Family Educational Rights and Privacy Act (FERPA) states parents and students 18 and older have the right to review their children's educational records and seek changes to records they believe are inaccurate or misleading and the school district cannot release educational records without the parents' consent with the exception of some specific circumstances:

#### **Procedures for exercising the right to inspect and review records at Westside High School**

A. Parent makes the request to review records through the office.

B. The office will make every attempt to produce the records for review within a reasonable amount of time (no longer than three working days). If the parent requests copies of the records, the school district will do so within a reasonable amount of time (ten working days).

If a parent or student, who is at least eighteen years old, or older, requests to seek a change in the records they believe to be inaccurate or misleading, this request must be made in writing to the principal's office. After receiving the request a review of records will be conducted by the principal. If the building principal finds the record to contain inaccurate or misleading information he will notify the superintendent and all other concerned parties that the record



has been amended or updated. Corrected records will be copied and mailed by the principal to the requesting party who may then appeal to the superintendent.

The school district will not release personally identifiable information in educational records without students' or parents' consent, except for information that is considered public record. Parents or students can file a complaint with the superintendent's office if they believe the district has not kept information confidential.

The school district will disclose educational records to school officials (this includes administrators and teachers) who have legitimate educational interest in reviewing records for the purpose of monitoring academic or social progress.

Westside High School gives out directory information to agencies, businesses and media when requested. Directory information as defined by Westside High School is information in the student record considered not harmful or invasive of privacy such as name, mailing address, phone number, awards, honors and scholarships. A parent has the right to refuse to let the district designate any of the directory information by requesting no release of directory information by September 15 of the current school year. This must be done in writing and given to the principal's office.

### **Computer Use Policy**

The Westside School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.<sup>1</sup> No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook. For the purposes of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that--

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district’s technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook<sup>2</sup> and/or computer use agreement.

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

## Student Internet Use Agreement

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

School \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

2. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy."]

3. 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. attempting to gain intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the school's network for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. attempting to access "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive profane language in private messages on the system; or using the system to harass, or insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;

- p. divulging personally identifying information about himself/herself or anyone else either on in the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- q. attempting to use the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. attempting to introduce a virus to, or otherwise improperly tampering with the system;
- u. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which Grades a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. attempting to install or download software on district computers without prior approval of technology director or his/her designee. Software including proxy software, peer to peer, file sharing newsgroup, or internet relay chat.
- aa. Disabling or bypassing security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students.

4. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

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

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

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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Application, Student Contract Agreement For Westside School District  
Internet Account and Computer Use**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID Number (accounts cannot be issued without this): \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Expected Year of Graduation for 12th grade: \_\_\_\_\_

Directions: After reading the Computer Network Acceptable Use Policy and the User Responsibility statement, please read and complete the appropriate portions of the following contract completely and legibly.

The signature of a parent or guardian is also required. Please return the contract to the District's Network Administrator, or to the office.

Contract:

I have read the Computer Network Acceptable Use Responsibility Statement, I understand and will abide by the stated terms and conditions set forth in these documents. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*If applicant is under the age of 18 a parent/guardian must also sign\*\*\*

As the parent or guardian of this student I have read the Computer Network Acceptable Use Policy and the User Responsibility statement. I understand that this access is designed for educational purposes and that the Westside Public School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Objection to Publication of Directory Information**

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student (18) years of age or older, hereby note my objection to the disclosure or publication by the Westside School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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 schools 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)

**Medication Administration Consent Form**

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

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

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

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**Medication Self Administration Consent Form**

Student’s Name (Please Print)

\_\_\_\_\_

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- a written statement from licensed a health-care provider who has prescriptive privileges that he//she has prescribed the ~~asthma~~ rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student’s parent or guardian and be in the original container properly labeled with the student’s name, the ordering provider’s name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature

\_\_\_\_\_

Date \_\_\_\_\_



**Glucagon Administration and Carry Consent Form**

Student's Name (Please Print)

\_\_\_\_\_

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature

\_\_\_\_\_

Date \_\_\_\_\_

**Epinephrine Emergency Administration Form**

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

This form is good for school year 2013-2014. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

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

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered

\_\_\_\_\_  
\_\_\_\_\_

Other instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**Handbook Form**

Dear Parent or Guardian,

The student handbook your student has brought home is in effect for all students enrolled at Westside High School. We ask that you read and go over the handbook with your student so we may avoid problems or misunderstandings in the future. By law we are required to have documentation that both students and parents have received and read a copy of this handbook. This form must be completed and signed by both yourself and your student. Forms must be returned to the principal's office. Thank you for your help in this matter.

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I have received a copy of the Westside High School student handbook.

Student Signature

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Parent/Guardian Signature

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Date 

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