WESTSIDE
CONSOLIDATED SCHOOL DISTRICT

Committed to Learn...Committed to Lead

WESTSIDE WARRIORS

STUDENT & PARENT HANDBOOK

2026–2027

KINDERGARTEN – GRADE 12

WESTSIDE CONSOLIDATED SCHOOL DISTRICT

1630 Highway 91 West • Jonesboro, Arkansas 72404

1-870-935-7501 www.westsideschools.org

TABLE OF CONTENTS

DISTRICT INFORMATION

SECTION	PAGE
Preface	5
Board of Directors	6
Adminstration	6
Mission Statement	7
School Colors & Alma Mater	7
Good Communication	8
Inclement Weather	8
Media Center Hours	8
Official School Colors Policy	8
Title IX Information	9
Fundraising	9
Policy Concerning Photo/Video of Students	9
Deliveries to School	9
Family Engagement Plan Summary	9

ENROLLMENT & ATTENDANCE[1]

Residence Requirements	10
Entrance Requirements	12
Compulsory Attendance Requirements	16
Student Transfers	17

[1]

School Choice....18

Homeschooling....20

Homeschooled Students....23

Attendance....23

Make-Up Work....25

Homebound Instruction....25-26

Tardies....27

Closed Campus....27

STUDENT RIGHTS & RESPONSIBILITIES

Equal Educational Opportunity....27

Student Organizations Equal Access....28

Privacy of Student Records....28

Student Publications & Distribution of Literature....31

Contact with Students While at School....33

Visitors....35

STUDENT DISCIPLINE & SAFETY

Student Discipline....35

Prohibited Conduct....37

Transportation Eligibility & Conduct....39

Student Assault or Battery....39

Weapons & Dangerous Instruments....41

Tobacco & Electronic Nicotine Products....43

Gangs & Gang Activity....46

Bullying.....33, 189

Video Surveillance.....83

HEALTH & STUDENT SERVICES

Healthcare.....104

Special Healthcare Needs.....104

Immunizations.....107

Treatment of Head Lice.....110

School Breakfast & Lunch Program.....113

Food Allergy Guidelines.....114

Student Medications.....70

Student Illness & Accidents.....77

HIGH SCHOOL (GRADES 8-12)

Enrollment Policies.....149

Class Load Enrollment.....150

AP & Enhanced Courses.....150

Concurrent Credit.....131

Credit Recovery.....151

Graduation Requirements.....132

GPA & Scales.....152

Honors & Recognition.....153

Extracurricular Eligibility.....,,,.....191

Homecoming.....127

Who's Who Elections.....127

Office Holding.....127

Field Trips....128

Social Gatherings (Prom & Military Ball)....189

Extracurricular Participation Attendance Requirements....189

Late Entrance....130

Senior Check-Out Procedures....130

Withdrawal from Classes....150

MIDDLE SCHOOL (GRADES 5-7)

Homework Buddies....160

Honor Students....160

Dress Code & Grooming....161

Locker Rules....161

Hall Traffic....163

Library Procedures....163

Check-Out Procedures....164

State Mandated Testing & Academic Improvement Plan....170

ELEMENTARY SCHOOL (GRADES K-4)

Check-Out Procedures....171

Visitors....171

Dress Code & Grooming....173

Toys & Stuffed Animals....173

FORMS & APPENDICES

Nurse Health Update Form....210

Medication Administration Consent Form....214

Car Rider Form.....215

Pick-Up/Check-Out Authorization.....216

Field Trip Permission Form.....217

4WESTSIDE CONSOLIDATED SCHOOL DISTRICT NO. 5
1630 Highway 91 West
Jonesboro, AR 72404

Preface

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

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

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

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

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

All policies, including but not limited to, attendance, grading and discipline will be applied to all students, including students who are learning virtually through the selected content provider. All virtual students will follow all handbook policies of

Westside Consolidated Schools and the handbook policies of the selected content provider.

BOARD OF DIRECTORS

President .....Shannon Davis
Vice-President .....Josh Cureton
Secretary .....Jeffrey Tubbs
Member .....Sam Hiser
Member .....Jason Cline

ADMINISTRATION

Superintendent.....Chris George
High School Principal (grades 8-12).....Katie Edlemon
High School Assistant Principal (grades 8-12).....Jessica Perkins
Middle School Principal (grades 5-7).....Michael Allen
Elementary Principal (grades K-4).....Kelli Murray
Elementary Assistant Principal (grades K-4).....Breigh Earnhart
Pre K Director.....Breigh Earnhart
Director of Curriculum and Federal Programs .....Pam Dooley

Westside Consolidated School District
Committed to Learn...Committed to Lead

MISSION:

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

WE BELIEVE:

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

SCHOOL COLORS

Scarlet and White

ALMA MATER

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

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

Good Communication

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

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

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

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

Inclement Weather

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

Library Hours

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

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

School colors are scarlet and white. Official uniforms and any other uniforms used for competitive events must be scarlet (red) and white with optional black trim regardless of the funding source used

to purchase the uniforms. All uniforms must be approved by the athletic director in consultation with the principal. Cheerleading camp clothes, gray baseball/softball uniforms, dance performing uniforms, and black volleyball spandex shorts are excluded from this requirement.

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

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

Fundraising

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

Policy Concerning Photo/Video of Students

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

Deliveries to the School

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

Family Engagement Plan Summary

What is Parent and Family Engagement?

Parent and family engagement is the participation of parents and family members in regular, two-way, and meaningful communication regarding the student's academic learning and regarding other school activities. Parent and family participation is not a new concept; however, the type of participation has certainly changed. Older federal and state laws emphasized parent involvement.

Involvement focused on parents and family members attending events and receiving information. While involvement is still important, these laws have shifted to emphasize engagement. Engagement promotes opportunities for parents and family members to identify needs, to set goals, and to make plans alongside school personnel. When school personnel are showing and telling parents and families, that is involvement.

Arkansas School Boards Association Policies

Arkansas School Boards Association (ASBA) developed its Model Policy Service to help make the job of writing and maintaining district policies more manageable. The ASBA policy manual is designed to be user-friendly. The policies are concise, easy to read and understand, and cover the areas required by state and federal laws and the Arkansas Department of Education. Additional policies are included that ASBA recommends and districts have found beneficial.

Subscription to the ASBA Model Policy Service **does not change existing district policy**. Only through the adoption process can a school board change or replace existing policies. The ASBA policies are meant to be adopted only after review and revision to suit each district. Any ASBA policies found here within, have been vetted and approved by the Westside Consolidated School District and apply to all campuses.

4.1 Residence Requirements

Definitions:

“In loco parentis” means relating to the responsibility to undertake the care and control of another person in the absence of:
1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

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

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

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

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

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

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

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

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

Legal Reference: A.C.A. § 6-4-302, A.C.A. § 6-18-107, A.C.A. § 6-18-202, A.C.A. § 6-18-203, A.C.A. § 6-28-108, A.C.A. § 9-28-113

4.2 Entrance Requirements

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

Students may enter Pre-K at 3 yrs. of age and kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

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

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

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

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

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.

2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
    a. A birth certificate,
    b. A statement by the local registrar or a county recorder certifying the child's date of birth,
    c. An attested baptismal certificate,
    d. A passport,
    e. An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis,
    f. United States military identification, or
    g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

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

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

4.20—DISRUPTION OF SCHOOL

Definitions:

"Appropriate interim learning environment" means an appropriate learning environment that is used for a period of time not to exceed ten (10) days.

"Appropriate learning environment" means a setting within the District that provides a similar structure to the following, without limitation:

1. A classroom; or
2. In-school suspension.

"Violent or abusive behavior" means, without limitation:

1. Using threatening language;
2. Throwing an item that risks or causes:
    a. Harm to another individual;
    b. Injury to another individual; or
    c. Damage to property;
3. Physically abusing a teacher or another student; or
4. Any other similar action that presents a physical danger or a threat of physical danger to a teacher or another student.

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

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

A teacher may, but is not required to, remove a student from class:

1. Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
2. Whose behavior is so unruly, disruptive, violent, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn.

A student who is removed from class shall:

1. Be sent to the office of the principal or the principal's designee;
2. Be escorted from the classroom by the school administration if the student refuses to leave the classroom voluntarily;
3. Not be returned to the teacher's class until a conference is held; and
4. Be placed in another appropriate classroom learning environment until the conference is completed.

The conference shall be held for the purpose of:

1. Determining the causes of the problem that led to the student's removal and possible solutions;

2. Serving as a manifestation determination review if the student removed from the class is a student with a disability;
3. Determining if a behavioral threat assessment is necessary for the student who was removed from the class due to violent behavior.

The following individuals shall be present at the conference:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. A 504/special education representative (if applicable);
5. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
6. The student, if appropriate.

The failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference.

Following the conclusion of the conference, the principal or the principal's designee may take any of the following actions against a student who was removed from class:

1. Place the student into another appropriate learning environment or into in-school suspension;
2. Except for a student who was removed for violent or abusive behavior, return the student to the class; or
3. Take other appropriate action consistent with the District's discipline policy, state law, and federal law.

A student who is removed from class three (3) times during the same school year shall be placed in another appropriate learning environment for the remainder of the school year.

The District shall follow all requirements under the IDEA and 504 for students with a disability, including those surrounding a change in placement.

Legal References: A.C.A. § 6-18-511
DESE Rules Governing Student Discipline and School Safety
Date Adopted:
Last Revised:

4.3 Compulsory Attendance Requirements

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

1. The student is enrolled in private or parochial school.
2. The student is being homeschooled and the conditions of policy (Homeschooling) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The student has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The student is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The student is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).

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

4.4 Student Transfers

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

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

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

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

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not

allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

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

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

Cross Reference: 4.6—HOMESCHOOLING

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

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

Any student transferring into Westside High School from a school accredited by the Arkansas Department of Education may be awarded Senior standing when 18 credits have been earned.

4.5 School Choice

Standard School Choice

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

When considering applications, priority will be given to applications from siblings or step siblings residing in the same residence or household of students already attending the District through school choice. The District may reject a non resident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

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

Opportunity School Choice

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

1. The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
2. The student's assigned school has a rating of "F"; and
3. The student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer by no earlier than January 1 and no later than May 1 of the school year before the school year the student intends to transfer to both the sending and receiving school districts

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

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

Except for those students who are applying to transfer within the time permitted due to the student's parent or guardians' military service or seeking to transfer within the District, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, and the student's resident district whether the Opportunity School Choice application has been

accepted or rejected by no later than July 1 of the school year the student is seeking to enroll. If the student is seeking a transfer due to the student's parent or guardian's military service or seeking a transfer within the District, 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 within fifteen (15) days from receipt of the student's application. 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.[12] 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 hand delivery or 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 transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School 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 School Choice provisions of this policy.

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

Arkansas Course Choice Program (Policy 5.19)
Students may participate in the Arkansas Course Choice Program in accordance with Arkansas law and Arkansas Department of Education regulations. Eligibility requirements and course availability are determined by the state and are subject to change.

Legal References: A.C.A. § 6-1-106, A.C.A. § 6-13-113, A.C.A. § 6-15-2915, A.C.A. § 6-18-227, A.C.A. § 6-18-233, A.C.A. §6-18-320, A.C.A. § 6-18-510, A.C.A. § 6-18-1901 et seq., A.C.A. § 6-21-812
DESE Rules Governing Public School Choice

4.6 Homeschooling

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

1. At the beginning of each school year, but no later than August 15 and by December 15 for parents who decide to start homeschooling at the beginning of the spring semester, or

2. Five (5) school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

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

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

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

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to the District is eligible for enrollment in a home school during the school year after:

1. The items, resources, supplies, materials, or other property belonging to the District have been returned to the District;
2. The items, resources, supplies, materials, or other property belonging to the District have been paid for; or
3. The semester has ended.

The superintendent or the board of directors may waive the required five (5) school day waiting period for a student's enrollment in home school during a semester if the superintendent or the board of directors is satisfied with the return of temporarily issued items, resources, supplies, materials, or other District property .

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

Enrollment or Re-Enrollment in Public School

A homeschooled student who wishes to enroll or re-enroll in a District school shall submit:

1. A transcript listing all courses taken and semester grades from the home school;
2. Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
3. A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
    a. Curricula used in the home school;
    b. Tests taken and lessons completed by the home-schooled student; and
    c. Other indicators of the home-schooled student's academic progress.

If a homeschooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

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

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

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

1. Award of course credits earned in the home school;
2. Placement in the proper grade level and promotion to the next grade level;
3. Participation in any academic or extracurricular activity;
4. Membership in school-sponsored clubs, associations, or organizations;

5. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
6. Scholarships.

Legal References: A.C.A. § 6-15-503, A.C.A. § 6-15-504, A.C.A. § 6-41-103
DESE Rules Governing Home Schools

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

Each student enrolled in a home-school program who is considered to be at a grade level, or not more than two (2) years beyond the normal age for the appropriate grade, for which the state mandates norm-referenced tests for public school students shall be tested using a nationally recognized norm-referenced achievement test selected by the State Board of Education. The administration of the tests shall be by the directors of the education service cooperatives or as otherwise designated by the Department of Education. The directors of the education service cooperatives shall establish a common set of procedures, approved by the Director of the Department of Education, for the proper administration of the tests. The administration shall include purchasing the test materials, giving the tests, scoring and interpreting the tests, and reporting test results. The cost of testing shall be the responsibility of the department when the tests are administered by the directors of the education service cooperatives or other department designees.

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

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

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

When returning to Westside High School, the student must meet the following

Guidelines in order to receive credit:

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

4.7 Absences/Attendance

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

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

Absences for students enrolled in synchronous digital courses shall be determined in the same manner as for District students attending courses in person.

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

Additional Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed with a parent note per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
    a. All doctor's excuses must be turned in to the office within **2 weeks** of the appointment to be accepted by the school as a valid excuse.
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from

deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

In order for the absence to be considered excused, the student must:

- Bring a written statement to the principal or designee **upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence;** or
- If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload may not be accepted.

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

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

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

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

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

Legal References: A.C.A6- 18-209,A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-27-113, A.C.A. § 7-4-116, A.C.A. § 27-16-701

4.8 Make-Up Work

Students who miss school due to an 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 (students who are out of school suspended or expelled must keep up with work in real time)
4. Make up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. Parents may request make-up work upon the third (3^{rd}) day, if the parents suspect that the student will be out for a lengthy illness.
10. If a student has a pre-planned school trip, then the student is to go to his or her classes prior to the trip to find out what he or she will miss, get assignments, and the due dates for those assignments.
11. As required/permitted by the student's Individual Education Program (IEP) or 504 Plan.

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

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

Cross References: 4.7—ABSENCES
4.30—SUSPENSION FROM SCHOOL
4.31—EXPULSION
4.57—IMMUNIZATIONS
Legal References: A.C.A. § 6-18-502
DESE Rules Governing Student Discipline and School Safety

Homebound Instruction

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

4.9 Tardies

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

4.10 Closed Campus

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

4.11 Equal Education Opportunity

No student in the Westside School District shall be excluded from participation in or denied the benefits of or subjected to discrimination under any educational program or activity sponsored by the District on the basis of any protected classification under the law.[1] The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.[2]

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

Westside Consolidated School District
1630 Hwy 91 West
Jonesboro, AR 72404

870-935-7501

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

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

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

4.12 Student Organizations Equal Access

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

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

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

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

Legal References: A.C.A. § 6-5-201 et seq., A.C.A. § 6-10-132, A.C.A. § 6-18-601 et seq., A.C.A. § 6-21-201 et seq., 20 U.S.C. 4071 Equal Access Act
Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990)

4.13 Privacy of Student's Records/Directory Information

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

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

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

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

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

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and

- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post

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

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

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

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

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

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

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

4.14 Student Media and the Distribution of Literature

Student Media

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

Definitions

"School-sponsored media" means all student media that are:

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

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

"Student media" means any means of communication that are:

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

"Student media advisor" means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.
While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United States,school-sponsored media does not provide an open public forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material which might reasonably be perceived to advocate drug or alcohol use; irresponsible sex; or conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media include those that::

a. Are obscene as to minors;
b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
c. Constitute an unwarranted invasion of privacy as defined by state law,
d. Suggest or urge the commission of unlawful acts on the school premises;
e. Suggest or urge the violation of lawful school regulations;
f. Attacks ethnic, religious, or racial groups; or
g. Harass, threaten, or intimidate a student.

Student Media on School Web Pages

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

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

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

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

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

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school-sponsored materials;
3. Allow no interference with classes or school activities;

4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

Legal References: A.C.A. § 6-18-514, A.C.A. § 6-18-1201 et seq., Tinker v. Des Moines ISD, 393 U.S. 503 (1969), Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986), Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

4.15 Contact With Students While at School

Contact by Parents

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

Contact by Non-custodial Parents

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may, to extent authorized by the court order, eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. The District shall not act as a supervisor for non-custodial parent visitation purposes under any circumstance.

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

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

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

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

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

Contact by Professional Licensure Standards Board Investigators

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

4.16 Visitors

The Board strongly believes that the purpose of school is for learning. Social visitors generally disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students.
Any visitation to the classroom or to the school may be allowed, if necessary, with the permission of the school principal. All visitors must first register (check-in) at the Office only. The visitor(s) will be required to produce a photo ID upon entrance to the building, and may be required to leave a Photo

ID with the Office. If visiting a student or teacher, then the student or teacher will be called to the Office first before the visit takes place. A visitor may not leave the office to roam the halls or to go to a particular classroom or other area of the school unsupervised.

4.17 —STUDENT DISCIPLINE

The Westside Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- 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 shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Westside School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally,

the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

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

Cross References: 1.9—POLICY FORMULATION
4.60—STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

Legal References: A.C.A. § 6-17-113, A.C.A. § 6-18-502, A.C.A. § 6-18-514, A.C.A. § 6-18-2401 et seq.
DESE Rules Governing Student Discipline and School Safety

Date Adopted: 07/01/2006
Last Revised: 06/18/2012, 07/13/2013, 07/15/2019, 8/17/2020, 07/19/2021, 3/28/2022

4.18—PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;

2. Disruptive behavior that interferes with orderly school operations;

3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;

4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

5. Possession or use of tobacco in any form on any property owned or leased by any public school;

6. Willfully or intentionally damaging, destroying, misusing, or stealing school property;

7. Possession of any paging device, beeper, or similar electronic communication devices, on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;

8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;

9. Sharing, diverting, transferring, applying to others (such as needles or lancets),

or in any way misusing medication or any medical supplies in their possession;

10. Inappropriate public displays of affection;

11. Cheating, copying, or claiming another person's work to be his/her own;

12. Gambling;

13. Inappropriate student dress;

14. Use of vulgar, profane, or obscene language or gestures;

15. Truancy;

16. Excessive tardiness

17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;

18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;

19. Hazing, or aiding in the hazing of another student;

20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;

21. Sexual harassment;

22. Bullying; and

23. Operating a vehicle on school grounds while using a wireless communication device: and

24. Theft of another individual’s personal property

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Cross-References: Prohibited Conduct #2— Policy # 4.20, Prohibited Conduct #3— Policy # 4.21, 4.26, Prohibited Conduct #4— Policy # 4.22, Prohibited Conduct #5— Policy # 4.23, Prohibited Conduct #7— Policy 4.47, Prohibited Conduct #8— Policy # 4.24 Prohibited Conduct #13—Policy # 4.25 Prohibited Conduct #14—Policy #4.21 Prohibited Conduct #15— Policy # 4.7, Prohibited Conduct #16— Policy # 4.9, Prohibited conduct #17– Policy #4.43, Prohibited Conduct #19— Policy # 4.12, Prohibited Conduct #20— Policy # 4.26 Prohibited Conduct 21—Policy # 4.27 Prohibited Conduct #22 – Policy #4.43, Prohibited Conduct #23 – Policy #4.4

Legal References: A.C.A. § 6-18-502, A.C.A. § 6-18-707, A.C.A. § 6-15-1005, A.C.A. § 6-21-609, A.C.A. § 6-18-222, A.C.A. § 6-5-201, A.C.A. § 6-18-514, A.C.A. § 27-51-1602, A.C.A. § 27-51-1603, A.C.A. § 27-51-1609

DESE Rules Governing Student Discipline and School Safety.

Date Adopted: 07/01/2006
Last Revised: 05/23/2011, 06/18/2012, 06/15/2015, 09/17/2018, 07/15/2019, 8/17/2020.

4.19 Conduct to and from School and Transportation Eligibility

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

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.
The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

All bus riders in elementary grades K-4 must have an adult, middle school, or high school student be present at the bus stop to be let off the bus. If no one is available, the elementary student will be returned to the Westside Elementary School campus where parents/guardians will be notified. Habitual returns to campus could result in suspension of transportation privileges.

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

4.20 Disruption of School

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

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

Consequences for Disruption of School

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

4.21 Student Assault or Battery

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

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

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

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures in campus specific handbook sections.

Legal Reference: *A.C.A. § 6-17-106*

Fighting

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

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

Direct Verbal Abuse of School Employee

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

Legal Reference: *A.C.A. § 6-17-106*

Threatening, Physical Abuse, or Assault of School Staff

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

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

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

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

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

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

4.22 Weapons and Dangerous Instruments

Definitions

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

"Possession" means having a weapon on the student's body or in an area under the student's control.
"Weapon" means any:

- Firearm;
- Knife;
- Razor;

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

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

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

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

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

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

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

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

Cross Reference: Policy 4.31—EXPULSION

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

Consequences for Weapons

Minimum consequences will be OSS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

4.23 Tobacco, Electronic Nicotine Delivery Systems, and Products

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

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

4.24 Drugs and Alcohol

Drug Paraphernalia

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

Legal Reference: A.C.A. § 5-64-403c

Possession of Alcohol and/or Drugs

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

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

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

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

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

Legal Reference:
A.C.A. § 6-18-502
DESE Rules Governing Student Discipline and School Safety

Alcohol and/or Drug Use and Distribution

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

Legal Reference: *A.C.A. § 3-3-203*
A.C.A. § 5-64-401
A.C.A. § 5-64-403
A.C.A. § 5-71-212

Use of Drug Dog

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

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

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

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

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

4.25 Student Dress and Grooming

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

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

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

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

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

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

4.26 Gangs and Gang Activity

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

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

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

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

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

4.27 Student Sexual Harassment

The Westside Consolidated School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of

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

- The nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;[1]
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

Definitions

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

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

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

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

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

1. A District employee:
    a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct;[2] or
    b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;[2]
2. The conduct is:
    a. Unwelcome; and

b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
c. Constitutes:
d. Sexual assault;
e. Dating violence
f. Domestic violence; or
g. Stalking.

"Supportive measures" means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

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

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

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person's alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing emails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and

- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.

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

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

Supportive Measures

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

Formal Complaint

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

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
    - The identities of the parties involved in the incident, if known;
    - The conduct allegedly constituting sexual harassment; and
    - The date and location of the alleged incident, if known;

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

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

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

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;

- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
    - Whether obtained from a party or other source,;
    - The District does not intend to rely upon in reaching a determination regarding responsibility; and
    - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

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

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

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

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

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
    a. Any notifications to the parties;
    b. Interviews with parties and witnesses;

    c. site visits;
    d. Methods used to gather other evidence,; and
    e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
    a. A determination regarding responsibility;
    b. Any disciplinary sanctions imposed on the respondent; and
    c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

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

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

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

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

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

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

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

Appeals

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

A. The existence of a procedural irregularity that affected the outcome of the matter;
B. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
C. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
D. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

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

Confidentiality

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

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

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

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

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

Emergency removal

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

Retaliation Prohibited

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

Disciplinary Sanctions

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

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

Records

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

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

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

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

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

4.28 Laser Pointers

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

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

4.29 Computer Use Policy

Definition

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

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

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

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

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

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

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

The student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to the “Student Internet Use Agreement. No student may use the District’s access to the

Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed the "Student Internet Use Agreement."

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

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

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

w. Providing access to the District's Internet Access to unauthorized individuals;
x. Failing to obey school or classroom Internet use rules; or
y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
z. Installing or downloading software on District computers without prior approval of technology director or his/her designee.

2. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
3. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student Uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to, email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
4. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
5. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554)
A.C.A. § 6-21-107 A.C.A. § 6-21-111
Date Adopted: July 21, 2008
Legal Reference: 20 USC et seq. (Children's Internet Protection Act:: PL 106-554), ACA 6-21-107, ACA 6-21-111

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

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

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

1. Conditional Privilege: The student's use of the district's access to the internet is a privilege conditioned on the student's abiding by this agreement. No student may use the district's access to the internet whether through a District or student owned technology device unless the student and his parent or guardian have read and signed this agreement.
2. Acceptable Use: The student agrees that he will use the district's internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations and any state laws and rules. The student also agrees to abide by any Internet use rules instituted by the student's school or class, whether those rules are written or oral.
3. Misuse of the district's access to the internet includes, but is not limited to the following:

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

- taking part in any activity related to internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools
- installing or downloading software on district technology without prior approval of technology director or his designee

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

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

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

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

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

Legal Reference: *A.C.A. § 6-21-107, A.C.A. § 6-21-11*

4.30 Suspension from School

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.31 Expulsion

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

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

Expulsion shall not be used to discipline a student in kindergarten through fifth (5^{th}) grade unless the student's behavior:

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

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

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

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

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

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

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

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

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

4.32 Search, Seizure, and Interrogations

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search

school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

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

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

When conducting personal searches, the school official will have an adult witness of the same sex present.

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's

parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Legal Reference:
A.C.A. § 6-18-513
A.C.A. § 9-13-104
A.C.A. § 12-18-609, 610, 613
A.C.A. § 12-18-1001, 1005

4.33 Motor Vehicles/Student's Vehicles

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

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

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

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

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

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

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

Student Drop Off and Pick Up at School

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

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

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

4.34 Communicable Diseases and Parasites

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F) or Hepatitis A. A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

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

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

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

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

Legal Reference:
A.C.A. § 6-18-702
Arkansas State Board of Health Rules Pertaining To Immunization Requirements
Division of Elementary and Secondary Education Rules Governing Kindergarten Through 12th Grade Immunization Requirements

4.35 Student Medications

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

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. 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-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. 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 OTC medications to the extent giving such medications are included in the student's IHP.
The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.[1]

Schedule II Medications

Option 1: 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.[3] 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.[4]

Option 2: Students taking Schedule II medications 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) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence[3] shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation.[5] A doctor's prescription for a student's Schedule II medication is not an

authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.[4]

Self-Administration of Medication

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

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

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and

2. A written order from the student's treating physician stating that the student:

   a. Is capable of completing the proper method of self-administration of the stress dose medication,; and
   b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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

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

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

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

Emergency Administration of Glucagon and Insulin

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

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

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

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

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

Emergency Administration of Epinephrine

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

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

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

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

Emergency Administration of Albuterol

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

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

administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

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

Emergency Administration of Anti-opioid

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

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

Emergency Administration of Emergency Adrenal Insufficiency Medication

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other trained school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

Notes: A.C.A. § 17-87-103(11) provides for the administration of Glucagon, insulin, or both to students suffering from diabetes.

Districts are not under any obligation to "recruit" volunteers and 4.11 of the Rules explicitly states that no employee shall be pressured into volunteering.

[1] The time frame in this paragraph is not statutorily mandated and may be changed to better suit your district and the employment contract of the school nurse. Any changes you make, however, need to address the need for students to have their medications through the last day of school and the reality of parent's work schedules.

[2] This policy offers two different options regarding permissibility of students attending and participating in classes while taking Schedule II medications. Be sure only one option is included in the adopted policy and delete the "Option One" or "Option Two" language after your selection along with the language for the unchosen option in the final version. Be sure to consult with your school nurse when selecting an option.

[3] Here is a helpful, but not all-inclusive, list of prohibited Schedule II medications: Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanile, etorphine hydrochloride, phenylactone, dronabinol, secobarbital, and fentanyl.

[4] A student who has surgery or is in an accident may be taking a Schedule II medication outside of those a student may take and be permitted to attend classes under Option 1 or may have been told by his/her doctor to not attend class during the time the student is taking the Schedule II medication. In such cases, a 504 plan can be developed to cover the duration of the student's recovery, which could include homebound instruction.

[5] The specific authorization should be provided on the doctor's letterhead along with the completed Medication Administration Consent Form (4.35F).

[6] The training may be received through a nationally recognized organization experienced in training laypersons in emergency health treatment or other persons approved by the Department of Health. Examples of National programs are those provided by the American Heart Association and the American Red Cross. The certification refers to the memorandum of understanding provided by the physician authorizing the school nurse and trained school personnel to administer the medication.

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

Division of Elementary and Secondary Education and Arkansas State Board of Nursing Rules Governing the Administration of Insulin, Glucagon, and Medication for Adrenal Insufficiency or Adrenal Crisis to Arkansas Public School Students

A.C.A. § 6-18-701, A.C.A. § 6-18-707, A.C.A. § 6-18-711, A.C.A. § 6-18-714, A.C.A. § 6-18-717, A.C.A. § 17-87-103 (11) and (14), A.C.A. § 20-13-405

Date Adopted:

Last Revised:

4.36 Student illness and/or Accidents

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

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

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

4.37 —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 Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct a lockdown drill at all schools in the District in collaboration with local law enforcement, medical professionals, fire department officials and emergency management personnel. The lockdown drill training will use the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate for 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 violence, terrorist attack, natural disaster, other emergency, or the District's emergency communication with law enforcement methods. Students shall be included in the drills to the extent practicable.

Legal References: A.C.A. § 12-13-109
A.C.A. § 6-10-110
A.C.A. § 6-10-121
A.C.A. § 6-15-1302
A.C.A. § 6-15-1303
A.C.A. § 6-15-1304
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

Date Adopted: 07/01/2006
Last Revised: 07/01/2007, 03/17/2014, 01/19/2015, 10/19/2015, 8/17/2020, 07/19/2021, 6/19/2023

4.38—PERMANENT RECORDS

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

Legal References: A.C.A. § 6-18-901
A.C.A. § 6-28-107

Date Adopted: 07/01/2006
Last Revised: 07/15/2019, 07/19/2021

4.39 Corporal Punishment

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

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

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

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

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

Legal Reference:
A.C.A. 6-18-503(b)
DESE Rules Governing Student Discipline and School Safety
DESE Rules Governing Special Education and Related Services Section 11.00- Discipline

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

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

employee's actions, the names of students involved, the names of any witnesses, and the signature of the employee.

4.40—HOMELESS STUDENTS

The Westside Consolidated School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools

when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interest of a homeless child:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
   - In any case in which a family becomes homeless between academic years or during an academic year; and
   - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

a. Are:
   - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
   - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
   - Living in emergency or transitional shelters;
   - Abandoned in hospitals;

b. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

c. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

d. Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

Legal References: A.C.A. § 6-18-114
A.C.A. § 9-25-106
42 U.S.C. § 11431 et seq.
42 U.S.C. § 11431 (2)
42 U.S.C. § 11432(g)(1)(H)(I)
42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)
42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)
42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)
42 U.S.C. § 11432 (g)(3)(G)
42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)
42 U.S.C. § 11434[a]
Commissioner's Memo COM-18-044

Date Adopted: 07/01/2006
Last Revised: 06/18/2012, 09/19/2016, 4/16/2018, 6/19/2023

4.41 Physical Examinations and Screenings

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

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

4.42 —STUDENT HANDBOOK

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

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

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

Date Adopted: 07/01/2007
Last Revised: 6/18/2012, 07/15/2013

4.43 Bullying

Definitions

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;

- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;
- Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

Cyberbullying;

- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
- Demeaning humor relating to a student's actual or perceived attributes,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings,
- Threats of harm to student(s), possessions, or others,
- Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").
- "Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:
    - Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
    - Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;

- Signing up a school employee for a pornographic Internet site; or
- Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:

    a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and

    b. Prepare a written report of the alleged incident of bullying;

2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5^{th}) school day following the completion of the written report.

3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:

    a. That a credible report or complaint of bullying against their student exists;

    b. Whether the investigation found the credible report or complaint of bullying to be true;

    c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and

    d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

5. Make a written record of the investigation, which shall include: A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying; Any action taken as a result of the investigation; and

6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.[1] In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.[2] Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.[3]

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

Copies of this policy shall be available upon request.[4]

> Notes: DESE has created a guidance document on bullying that could be useful in developing staff and student training on bullying. The document can be found at https://dese.ade.arkansas.gov/Offices/communications/safety/anti-bullying-and-violence-prevention.
>
> **Different consequences are permitted depending on the age or grade of the bullying student**

Legal References: A.C.A. § 5-71-217, A.C.A. § 6-18-514

DESE Rules Governing Student Discipline and School Safety
Date Adopted:

Last Revised:

Consequences for Bullying

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

4.44—NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

Legal References: A.C.A. § 6-10-136
DESE Rules Governing the Star-Spangled Banner Act

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2026 AND 2027

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7^{th}) grade, or when a seventh (7^{th}) through twelfth (12^{th}) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional 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; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires additional units to graduate for a total of units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation unit~~s.~~ Not all units earned toward

graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

SMART CORE: Sixteen (16) units

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

12th Oral Communications: one-half (½)

unit

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

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

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

3) Algebra II; and
4) The fourth unit may be either:
    - A math unit approved by DESE beyond Algebra II; or
    - A computer science flex credit may be taken in the place of a fourth math credit.
    - Natural Science: three (3) units

a. DESE approved biology – 1 credit;
b. DESE approved physical science – 1 credit; and
c. A third unit that is either:
    - o An additional science credit approved by DESE; or
    - o A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

Note: While one-half (½) 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 (½) 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.[8]

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.[9]

CORE: Sixteen (16) units

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

12th Oral Communications: one-half (½)

unit Mathematics: four (4) units

Algebra or its equivalent* - 1 unit

- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

a. DESE approved biology – 1 credit;
b. DESE approved physical science – 1 credit; and
c. A third unit that is either:
    - An additional science credit approved by DESE; or
    - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
5.12 —COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
DESE Guidelines for the Development of Smart Core Curriculum
Policy DESE Rules Governing Distance and Digital Learning
Smart Core Information Sheet
Smart Core Waiver Form
Commissioner's Memo
LS-18-082
A.C.A. § 6-4-302
A.C.A. § 6-15-2906
A.C.A. § 6-15-2911
A.C.A. § 6-16-122
A.C.A. § 6-16-143
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-28-115

Date Adopted: 01/19/2015
Last Revised: 05/15/2017, 07/17/2017, 09/17/2018, 03/11/2019, 07/15/2019, 8/17/2020, 3/15/2021, 07/19/2021, 3/28/2022, 6/19/2023

ARKANSAS GRADUATION REQUIREMENTS
SMART CORE INFORMATION

English – 4 units
- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English*

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) ***At least one MATH unit must be taken in Grade 11 or Grade 12.***
- Algebra I*
- Geometry*
- Algebra II*
- Fourth Math* as approved by ADE or approved Computer Science**

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)
- Biology* - 1 unit
- Physical Science*, Chemistry*, or Physics* or ADE approved Computer Science** – 2 units (a maximum of 1 computer science credit may count for this requirement)

Social Studies – 3 units
- Civics* - ½ unit
- World History* - 1 unit
- American History* - 1 unit
- other social studies* - ½ unit

Oral Communication* – ½ unit
Physical Education* – ½ unit
Health and Safety* – ½ unit
Economics and Personal Finance* – ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts* – ½ unit
Career Focus* – 6 units

Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

***Category course options as listed on the ADE Smart Core Course Code List**

****Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Student Success Plans beginning in 8th grade for all students in accordance with Smart Core requirements.

Arkansas Department of Education— July 16, 2018

ARKANSAS MINIMUM GRADUATION REQUIREMENTS
SMART CORE WAIVER FORM

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

STATE MINIMUM GRADUATION REQUIREMENTS

English – 4 units
- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English or Transitional English 12*

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science)**
- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one unit of the 4-unit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one unit of the 4-unit requirement*)

(All math units must build on the base of algebra and geometry knowledge and skills.)

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science)**
- Biology* - 1 unit (All students must have 1 unit in Biology – Integrated, ADE Approved Biology - Integrated, ADE Approved Biology – Integrated Honors, AP Biology, IB Biology, or Concurrent Credit Biology - Integrated.)
- Physical Science*, Chemistry*, or Physics* – at least 1 unit
- other ADE approved science* or ADE approved Computer Science**

Social Studies – 3 units
- Civics* - ½ unit
- World History* - 1 unit
- American History* - 1 unit
- other social studies* – ½ unit

Oral Communications – ½ unit
Physical Education – ½ unit
Health and Safety – ½ unit
Economics and Personal Finance – ½ unit (may be counted toward Social Studies or Career Focus)
Fine Arts – ½ unit
Career Focus – 6 units
Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

***Category course options as listed under each applicable subject area in the ADE Course Code Management System**

****Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.

_____ _____ _____ _____
Parent/Guardian/Adult Student Signature Date School Official Signature Date

Arkansas Department of Education— July 16, 2018

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2027

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7^{th}) grade, or when a seventh (7^{th}) through twelfth (12^{th}) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and 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;
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this

paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation ~~u~~nits. Not all units earned toward graduation necessarily apply to Smart Core requirements. Career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

SMART CORE: Sixteen (16)

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

11th, and 12th Oral Communications:

one-half (½)unit

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

5) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
6) 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.

7) Algebra II; and

8) The fourth unit may be either:

- A math unit approved by DESE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth

math credit. Natural Science: three (3) units

- DESE approved biology – 1 credit;

d. DESE approved physical science – 1 credit; and

e. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

12th Oral Communications: one-half (½)

unit Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

d. DESE approved biology – 1 credit;
e. DESE approved physical science – 1 credit; and
f. A third unit that is either:
    - An additional science credit approved by DESE; or
    - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) 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 (½) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
5.12 —COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
DESE Guidelines for the Development of Smart Core Curriculum
Policy DESE Rules Governing Distance and Digital Learning
Smart Core Information Sheet
Smart Core Waiver Form
Commissioner's Memo
LS-18-082
A.C.A. § 6-4-302
A.C.A. § 6-15-2906
A.C.A. § 6-15-2911
A.C.A. § 6-16-122
A.C.A. § 6-16-143
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-152
A.C.A. § 6-16-1406
A.C.A. § 6-28-115

Date Adopted:
07/19/2021 Last
Revised: 6/19/2023

4.46—PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

1. During the first class period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

Legal References:
A.C.A. § 6-10-115
A.C.A. § 6-16-108

4.47— POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Definitions

"Emergency" means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

· An active fire;

· An active tornado or earthquake;

· An active shooter;

· An evacuation of school grounds; or

· A medical emergency

"Personal electronic device" means without limitation a:

a. Cellular telephone;

b. Paging device;

c. Beeper;

d. Mobile telephone that offers advanced computing and internet accessibility;

e. Digital media player;

f. Portable game console;

g. Tablet, notebook, or laptop computer;

h. Digital camera;

i. Digital video or audio recorder;

j. Smart watch; and

k. Device that can connect and transmit data through Bluetooth technology.

"School day" means from the time students are required to be at school until the time students are dismissed from school.

Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

o The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;[1]

o The possession of the personal electronic device is during an emergency as defined by this policy;

o The personal electronic device is issued by the District for the student's use during the school day; or

o The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if:[2]

Use Of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

o The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;[1]

o The use of the personal electronic device is during an emergency as defined by this policy;

o The personal electronic device is issued by the District for the student's use during the school day; or

o The use of the personal electronic device is during a special event during the school day.

- For the use of two factor authentication related to college concurrent credit.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

§ When and where the special school event will take place;

§ Whether or not personal electronic devices shall be allowed at the special school event; and

§ Where personal electronic devices may be used at the special school event.

The use of personal electronic 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.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;

2. Permitting any audible sound to come from the personal electronic 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 personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;

5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;

6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;

7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;

8. Using personal electronic devices issued by the District while driving any vehicle at any time;[3] or

9. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property.[4]

Discipline

A student may have a personal electronic device confiscated if:

§ The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;

§ The student misuses a personal electronic device as defined by this policy; or

§ The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.[1,5]

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis .[2] Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated.[3] A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.[6]

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:[7]

From Cell phone confiscation and required parent pick up to in school suspension.

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountibility Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.

Legal References: A.C.A. § 6-15-2907

A.C.A. § 6-18-515

A.C.A. § 27-51-1602

A.C.A. § 27-51-1603

A.C.A. § 27-51-1609

DESE Test Administration Manual

DESE Rules Governing Student Discipline and School Safety

Date Adopted:

Last Revised:

4.48 Video Surveillance

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

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

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

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 2 weeks (or sooner depending on camera used and the situation) after they were recorded.

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

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

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

4.49—Special Education

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district

shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

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

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

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

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

Legal References:
34 C.F.R. 300 et seq.
20 U.S.C. §1400 et seq.
29 U.S.C. § 794
42 U.S.C. §12101 et seq.
A.C.A. § 6-41-102
A.C.A. § 6-41-103
A.C.A. § 6-41-201 et seq.

4.50 School Meal Modifications

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

- Physicians, including those licensed by:
    - The Arkansas State Medical Board;
    - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
    - The Arkansas Board of Podiatric Medicine (Podiatrists);

- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

- The medical statement should include:
  - A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
  - An explanation of what must be done to accommodate the disability, which may include:
    - Food(s) to avoid or restrict;
    - Food(s) to substitute;
    - Caloric modifications; or
    - The substitution of a liquid nutritive formula.

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

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

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

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

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

Date Adopted: 7-17-09

4.51— FOOD SERVICE PREPAYMENT

Meal Charges
The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment to the teacher or the food service clerk;
- Depositing funds through the District's online service;

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times: when the student has five (5) dollars remaining in his/her account.

4.52—Students who are foster children

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

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

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

Upon notification to the District's foster care liaison by a foster child's case worker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

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

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

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

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

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

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

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

A Foster Child School Choice transfer shall remain in effect until the foster child:
- Graduates from high school; or

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

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

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

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

Cross References:
4.1—RESIDENCE REQUIREMENTS
4.2—ENTRANCE REQUIREMENTS
4.5—SCHOOL CHOICE
4.7—ABSENCES

Legal References:
A.C.A. § 6-18-233
A.C.A. § 9-28-1

4.53 — PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
    - After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
        - Detrimental to the educational achievement of one or more of the siblings;
        - Disruptive to the siblings' assigned classroom learning environment; or
        - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

Legal Reference: A.C.A. § 6-18-106

Date Adopted: 07/18/2011
Last Revised:

4.55—Student promotion and retention

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

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

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

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her

required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

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

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

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

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

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

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

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

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

An SSP shall be created:

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

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

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

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

Legal References:
A.C.A. § 6-15-2001
A.C.A. § 6-15-2005
A.C.A. § 6-15-2006
A.C.A. § 6-15-2907
A.C.A. § 6-15-2911
A.C.A. § 9-28-205
DESE Rules Governing the Arkansas Educational Support and Accountability Act
DESE Rules Governing Grading and Course Credit
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

4.56—Extracurricular activities – secondary schools

Definitions:

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

the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

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

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

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

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

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

Extracurricular Eligibility

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

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate

in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

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

Interscholastic Activities

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

ACADEMIC REQUIREMENTS: Junior High

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

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

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

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

ACADEMIC REQUIREMENTS: Senior High

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

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

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

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

ARKANSAS ACTIVITIES ASSOCIATION

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

Intrascholastic Activities

AAA Governed Activities

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

Non-AAA Governed Activities

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

4.56.1—Extracurricular activities - elementary

Definitions

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for

additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

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

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

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

Extracurricular Eligibility

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

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

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

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of

the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

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

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

Cross References:
4.55—STUDENT PROMOTION AND RETENTION
4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References:
State Board of Education Standards for Accreditation 10.05 and 10.06
A.C.A. § 6-4-302
A.C.A. § 6-15-2907
A.C.A. § 6-18-712

4.56.2—Extracurricular activity eligibility for home schooled students

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

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

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

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

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

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

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

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

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

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

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

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

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

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

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

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

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

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.
Cross Reference:
4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References:
A.C.A. § 6-15-509
A.C.A. § 6-16-151
A.C.A. § 6-18-232
A.C.A § 6-18-713
Arkansas Activities Association Handbook
Commissioner's Memo COM-18-009
Commissioner's Memo LS-18-015
Division of Elementary and Secondary Education Rules Governing Home Schools

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

Student's Name (Please Print) _____

Parent or Guardian's Resident Address

Street _____ Apartment _____

City _____ State _____ Zip Code_____

Student's date of birth __/__/__ Last grade level the student completed _____

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

Name of test, Date taken, and score achieved_____

Extracurricular activity(ies) the student requests to participate in

_____

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

Proof of identity ____
Date Submitted __/__/__

Parent's Signature _____

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

Student's Name (Please Print) _____

Parent or Guardian's Resident Address

Street _____ Apartment _____

City _____ State _____ Zip Code_____

Student's date of birth __/__/__ Last grade level the student completed _____

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

Name of test, Date taken, and score achieved_____

Extracurricular activity(ies) the student requests to participate in

_____

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

Proof of identity ____

Date Submitted __/__/__

Parent's Signature _____

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

Resident Superintendent's Signature: _____

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

Non-resident Superintendent's Signature: _____

4.57—IMMUNIZATIONS

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologictesting" refers to a medical procedure used to determine an individual's immunization Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully

age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

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

A. Licensed physician;
B. Health department;
C. Military service;
D. Official record from another educational institution in Arkansas; or
E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas.

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

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

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the

schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty
(30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH. Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization;
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an

exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

Cross References: 4.2—ENTRANCE REQUIREMENTS
4.7 —ABSENCES
4.8 —MAKE-UP WORK
4.34—COMMUNICABLE DISEASES AND PARASITES

Legal References: A.C.A. § 6-4-302
A.C.A. § 6-18-702
A.C.A. § 6-28-110
DESE Rules Governing Immunization Requirements in Arkansas Public Schools
ADH Rules Pertaining to Immunization Requirements

Date Adopted: 06/15/2015
Last Revised: 07/15/2019, 8/17/2020, 07/19/2021

4.58—FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA

Food Sharing Table

The District has no food sharing system for food items other than milk and juice.[2] Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.

At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items from the Food Service Area

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may

only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

Legal References: Commissioner's Memo FIN 08-076
Commissioner's Memo FIN 15-052

Date Adopted: 06/15/2015
Last Revised:

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

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

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

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

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

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

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

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

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

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

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

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

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

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

Cross References:
4.6—HOMESCHOOLING
4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS
4.57-- IMMUNIZATIONS

Legal References:
A.C.A. § 6-15-509
A.C.A. § 6-18-232
A.C.A. § 6-18-702
A.C.A. § 6-47-401 et seq.
DESE Rules Governing Distance and Digital Learning

4.60—STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

Definitions

"Aversive behavioral intervention" means a physical or sensory intervention program that is intended to modify behavior through the use of a substance or stimulus that the intervention implementer knows will cause physical trauma, emotional trauma, or both, to a student, even when the substance or stimulus appears to be pleasant or neutral to others.
Examples of aversive behavioral interventions include, but are not limited to:

- Hitting;
- Pinching;
- Slapping;
- Using a water spray;
- Using noxious fumes;
- Requiring extreme physical exercise;
- Using loud auditory stimulus;
- Withholding meals; and
- Denying reasonable access to toileting facilities.

"Behavioral intervention" means the implementation of a service, support, or strategy to teach and increase appropriate behavior or substantially decrease or eliminate behavior that is dangerous, inappropriate, or otherwise impedes the learning of a student.

"Behavior Intervention Plan" (BIP) means a written plan that:

- Is developed by a problem-solving and intervention team and delineates emotional, social, or behavioral goals for a student and the steps that the school, student, parent of the student, and others will take to positively support the progress of the student towards the student's emotional, social, or behavioral goals;
- Is comprised of practical and specific strategies to increase or reduce a defined behavior or one

  (1) or more patterns of behavior exhibited by a student; and
- Includes the following at a minimum:
  - A definition or description of the desired target behavior or outcome in specific measurable terms;
  - A plan for preventing and eliminating inappropriate student behavior by changing a condition that is triggering, motivating, underlying, or supporting that behavior as determined through a FBA;

- A plan for teaching a student to demonstrate appropriate social, emotional, or behavioral self-management, or a new method to address or meet the student's needs;
- A description of how a specific incentive or consequence will be used as needed to decrease or eliminate inappropriate student behavior and increase appropriate behavior;
- A plan for managing a crisis situation;
- A system to collect, analyze, and evaluate data about the student;
- The school personnel, resources, and training needed before implementation of the BIP; and
- The timeline for implementing different facets of an intervention, including without limitation when the intervention will be formally reviewed.
- "Chemical restraint" means the use of a drug or medication to control the behavior of a student or restrict the free movement of the student; however, chemical restraint does not include the use of medication that is prescribed by a licensed physician, or other qualified health professional acting within the scope of the individual's professional authority under state law, for the standard treatment of a medical or psychiatric condition of a student and is administered as prescribed by the licensed physician or other qualified health professional acting within the scope of the individual's professional authority under state law.

"Crisis" means a situation in which a student engages in a behavior that threatens the health and safety of the student or others and includes without limitation a situation in which the student becomes aggressive or violent at school and is unable to regain self-control without posing a danger of injury to himself or herself or others.

"Crisis intervention" means the implementation of a service, support, or strategy to immediately stabilize a crisis and prevent the crisis from recurring after the crisis ends.

"Dangerous behavior" means the behavior of a student that presents an imminent danger of serious physical harm to the student or others; however, dangerous behavior does not include the following:

- Disrespect;
- Noncompliance;
- Insubordination; or
- Destruction of property that does not create an imminent danger.

"De-escalation" means the use of a behavior management technique that helps a student increase the student's control over the student's emotions and behavior and results in a reduction of a present or potential level of danger that in turn reduces the level of imminent danger of serious physical harm to the student or others.

"Emergency" means a serious and unexpected situation that requires immediate action and which may be dangerous.

"Functional Behavior Assessment" (FBA) means a problem analysis step that:

- Occurs within the context of data-based problem-solving and involves:

- The review of existing records and other sources of information;
- Diagnostic or historical interviews;
- Structured academic or behavioral observations; and
- Authentic, criterion-referenced, or norm-referenced tests; and

- Is performed with the goal of determining why a specific problem or situation is occurring in order to directly link a strategic intervention to an assessment and solve or resolve the specific problem or situation.

"Imminent danger" means an existing dangerous situation that could reasonably be expected to immediately cause death or serious physical harm.

"Mechanical restraint" means the use of a device or equipment to restrict the free movement of a student; however, mechanical restraint does not include a device that is used by trained school personnel or a student for a specific and approved therapeutic purpose or safety purpose for which the device was designed or prescribed for a vehicle safety restraint that is appropriately used in the manner for which it was designed during the transport of a student in a moving vehicle.

"Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student for the purpose of redirecting or inducing the student to move to a safe location.

"Physical restraint" means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arm, leg, or head freely; however, physical restraint does not include a physical escort.

"Positive behavioral support" means the application of behavior analysis that:

- Is used to achieve socially important behavior change;
- Occurs at the:
  - Prevention level for all students in a school;
  - Strategic intervention level for a student who is not responding, from a social-emotional and behavioral perspective, to the prevention level; and
  - Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services; and
- Involves a planned and collaborative school-wide approach that is implemented with a goal:
  - Of establishing a positive and supportive school environment that:
    - Teaches and reinforces prosocial behavior in a student;
    - Holds a student positively accountable for meeting an established behavioral expectation; and
    - Maintains a level of consistency throughout the implementation process; and
  - That is accomplished by using positive behavioral programs, strategies, or approaches.

"Prone restraint" means restraining a student in a face-down position on the floor or another surface and applying physical pressure to the body of the student to keep the student in the prone position.

"Serious physical harm" means bodily injury that involves a substantial risk of death,

extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

"Supine restraint" means the restraint of a student in a face-up position on the student's back on the floor or another surface and with physical pressure applied to the body of the student to keep the student in the supine position.

Positive Behavioral Supports

The District shall implement positive behavioral supports to be used at the:

1. Prevention level for each student in a school;
2. Strategic intervention level for a student who is not responding, from a social, emotional, or behavioral perspective, to the prevention level; and
3. Intensive service or crisis-management level for a student who needs multifaceted or comprehensive behavioral or mental health services.
4. The District's positive behavioral support shall include:

a. The teaching and reinforcing of interpersonal, social, problem solving, conflict resolution, and coping skills to a student;
b. Holding a student positively accountable for meeting an established behavioral expectation;
c. Maintaining a high level of consistency through the implementation of the positive behavioral support process; and
d. The following interrelated activities:

Providing a school-wide approach to the discipline and safety of each student rather than an approach to only the behavior problem of a single student;

Focusing on preventing the development and occurrence of problem behavior; Regularly reviewing behavior data to adapt the District's procedures to meet the needs of every student; and

Providing a multitiered approach to academic and behavioral services and support to meet the academic and behavioral achievement needs of each student.

The following principles shall form the basis of the District's positive behavioral support system and conflict resolution or de-escalation approach:

1. A student has the right to be treated with dignity;
2. A student should receive necessary academic, social, emotional, and behavioral support that is provided in a safe and least-restrictive environment possible;
3. Positive and appropriate academic, social, emotional, or behavioral intervention, as well as mental health support, should be provided routinely to each student who needs the intervention or support;
4. Behavioral intervention should emphasize prevention as part of the District's system of positive behavioral support; and
5. Each student who exhibits an ongoing behavior that interferes with the student's learning or the learning of others, and who is nonresponsive to effectively implemented classroom or administrative intervention, should receive additional intensive behavioral intervention that is based on a FBA and data-based problem solving.

Problem Solving and Intervention Team

A problem-solving and intervention team shall be established for each student who exhibits social, emotional, or behavioral difficulty that may escalate, if not addressed, to potentially dangerous behavior. The problem-solving and intervention team shall include at least one (1) member who is an academic and behavioral assessment and intervention professional.

A student's problem-solving and intervention team shall:

a. Work with the teachers of a student to complete a FBA of the student and an assessment of any problematic situations involving the student;
b. Consider the need for a BIP with the goal of preventing or resolving the social, emotional, or behavioral difficulty of the student and developing a response that will de-escalate and stabilize a potential emergency situation that approaches the danger level; and
c. Regularly review the data on incidents involving the use of physical restraint on the student and adjust, as necessary, the procedures concerning the use of physical restraint on the student.

Special education procedures shall be followed if a student is suspected of having a disability that relates to behavioral concerns.

Physical Restraint

Except in the case of a clearly unavoidable emergency situation in which a trained member of school personnel is not immediately available due to the unforeseeable nature of the emergency situation, the physical restraint of a student shall only be used by a member of school personnel who is appropriately trained to administer physical restraint.

When using physical restraint on a student, school personnel shall:

- use the least restrictive technique necessary to end imminent danger or serious physical harm to a student and others;
- Use the safest method available and appropriate to the situation;
- Consider the health and safety of a student, including without limitation whether the student has an existing medical condition that makes the use of physical restraint inadvisable;
- Not restrict the ability of a student to communicate unless the use of a less restrictive technique will not prevent imminent danger of serious physical harm to the student or others;
- Use only the amount of force that is reasonably necessary to protect a student or others from imminent danger of serious physical harm to the student or others;
- Not verbally abuse, ridicule, humiliate, taunt, or engage in any other similar action towards the student; and
- Continuously and visually observe and monitor the student while the student is under physical restraint.

Physical restraint of a student shall only be used for a limited period of time and shall not be used:

- When imminent danger or serious physical harm to the student or others dissipates;
- If a medical condition occurs that puts the student at risk of harm;
- Unless the behavior of the student poses an imminent danger of serious physical harm to the student or others;
- After the threat of imminent danger of serious physical harm to the student or others dissipates; or
- In the following manner:
  - To punish or discipline the student;
  - To coerce the student;
  - To force the student to comply;
  - To retaliate against the student;
  - To replace the use of an appropriate educational or behavioral support;
  - As a routine safety measure;
  - As a planned behavioral intervention in response to behavior of the student that does not pose an imminent danger of serious physical harm to the student or others;
  - As a convenience for school personnel; or
  - To prevent property damage unless the act of damaging property committed by the student poses an imminent danger or serious physical harm to the student and others.

Even in an emergency, supine restraint shall not be used on a student except by a staff person who has been certified by a crisis intervention training program and the certified staff person determines that supine restraint is required to provide safety for the student and others.

At no time shall school personnel use the following on a student: Mechanical restraint; Chemical restraint;

Aversive behavioral interventions that compromise health and safety; Physical restraint that is life-threatening or medically contraindicated; or Prone restraint or other restraint that restricts the breathing of a student.

Following the first incident of physical restraint used on a student, an FBA shall be conducted unless a previous FBA was conducted for the same behavior that was at issue when the physical restraint was used.

The use of physical restraint on a student as a planned behavioral intervention shall not be included in a student's IEP, 504 Plan, BIP, individual safety plan, or other individual planning document but may be considered as a crisis intervention if appropriate for the student. A student's IEP team or 504 Plan team shall consider whether an FBA should be performed; if a BIP should be developed for the student or if a student’s existing BIP should be revised; and if additional behavioral goals and interventions should be included in the student's existing IEP or 504 Plan.

Parents may submit complaints regarding an incident involving the use of physical restraint on their student. A complaint shall be referred for review to the appropriate school personnel:

- The student's problem-solving and intervention team;
- The student's IEP team; or
- The student's 504 Plan team.

A complaint by a parent shall be handled by the appropriate District staff in the same manner as a debrief following the use of physical restraint on a student.

Use of a physical restraint technique that is abusive shall be reported to the Child Abuse Hotline and law enforcement.

Reports and Debriefing

After the occurrence of an incident involving physical restraint of a student, the building principal, or the principal's designee, shall be notified of the incident as soon as possible but by no later than the end of the school day when the incident occurred.

The student's parent shall be notified of the incident of the use of physical restraint via verbal or electronic communication as soon as possible but by no later than the end of the school day when the incident occurred. In the event the student's parent is unable to be notified via verbal or electronic communication within twenty-four (24) hours after the incident occurred, then the parent shall be mailed written notification of the incident within forty-eight (48) hours after the incident occurred. School personnel involved in the incident shall document the incident in a written report, which is to be completed within twenty-four (24) hours after the incident occurred. The written report of the incident shall:

1. Include all information contained in the Division of Elementary and Secondary Education (DESE) Physical Restraint or Seclusion Incident Record and Debriefing Report;
2. Be maintained in the student's education record; and
3. Be provided to the student's parent within one (1) school day of the completion of the report.

A debriefing meeting shall be held within two (2) school days after the incident occurred. The following school personnel shall be present at the debriefing meeting:

a. A member of school personnel who was present during the incident;
b. A member of school personnel who was in the proximity of the student on whom physical restraint was used immediately before and during the time of the incident;
c. A school administrator; and
d. Any other member of school personnel determined to be appropriate by the District.

The purpose of the debriefing meeting shall be to:

- Determine whether the procedures used during the incident were necessary;
- Evaluate the use of any behavioral supports and de-escalation techniques by school personnel before and during the incident;
- Evaluate the school district's positive behavioral supports system and prevention techniques in order to minimize future use of physical restraint; and
- If a trained member of school personnel was not immediately available due to the unforeseeable nature of the emergency situation when the incident occurred:

- Reevaluate the training needs of school personnel;
- Reevaluate the physical restraint policy and practices; and
- Develop a plan to prevent a future incident.

At a debriefing meeting, school personnel shall:

1. Consider relevant information in the student's education record, including without limitation:
   a. The concerns of the student's parent;
   b. The student's social and medical history;
   c. The student's FBA, if one exists; and
   d. The student's BIP, if one exists;
2. Consider relevant information from the teachers, parents, and other District professionals;
3. Discuss whether positive behavior supports were appropriately implemented;
4. Discuss the duration and frequency of the use of physical restraint on the student;
5. Discuss appropriate action that may be taken to prevent and reduce the need for physical restraint;
6. Consider whether additional intervention and support is necessary for the student;
7. Consider whether additional intervention and support is necessary for school personnel; and
8. Consider how and when to debrief a person who was not present at the debriefing meeting, including without limitation:
   a. The student;
   b. The student's parent; and
   c. Other school personnel or students who witnessed the incident
   d. DESE's Physical Restraint or Seclusion Incident Record and Debriefing Report, or an alternative report that includes the same information, shall be completed during the debriefing meeting. A copy of the report shall be:

- Submitted to the building principal;
- Mailed to the student's parent within two (2) days of the date on which the debriefing meeting was held; and
- Maintained as part of the student's education record along with other documents consulted during the debriefing meeting.

Cross Reference: 3.6 – LICENSED PERSONNEL EMPLOYEE TRAINING
Legal Reference: A.C.A. § 6-18-2401 et seq. Date Adopted: 7/19/2021
Last Revised: 3/28/2022

4.61—STUDENT USE OF MULTIPLE OCCUPANCY ROOM

Definitions

"Multiple occupancy room" means an area in a District building that is designed or designated to be used by one (1) or more individuals at the same time and in which one (1) or more individuals may be in various stages of undress in the presence of other individuals, which includes, without limitation, a restroom, locker room, changing room, or shower room.

"Sex" means the physical condition of being male or female based on genetics and physiology, which

may be demonstrated by the sex identified on a student's original birth certificate.

Each multiple occupancy room in a District building shall be designated as either male or female. Except as permitted by this policy, a student shall not enter a multiple occupancy room that does not correspond to the student's sex.

An individual who is unwilling or unable to use a multiple occupancy room designated for the individual's sex shall be granted a reasonable accommodation, which may include, without limitation, access to a single-occupancy restroom or changing area. A reasonable accommodation shall not include access to a restroom or changing area that is designated for use by members of the opposite sex to an individual while members of the opposite sex of the individual are present or may be present in the restroom or changing area.

The prohibitions in this policy do not apply to an individual who enters a multiple occupancy room designated for use by the opposite sex when the individual enters for any of the following reasons:

- custodial, maintenance, or inspection purposes;
- To render emergency medical assistance;
- To address an ongoing emergency, including without limitation a physical altercation;
- To accommodate individuals protected under the Americans with Disabilities Act; or
- To assist young children who are in need of physical assistance when using a restroom or changing facility that is located in the District.

Legal Reference: A.C.A. § 6-21-120

Date Adopted: 6/19/2023

Last Revised:

4.62--STUDENT NAME, TITLE, OR PRONOUN

Unless a District employee has the written permission of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student or the student if the student is an emancipated minor or over eighteen (18) years of age, a District employee shall not address a student with a:

1. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
2. Pronoun or title that is inconsistent with the student's biological sex.

A student shall not be subject to discipline for declining to address a person using a:

a. Name other than that listed on the student's birth certificate, except for a derivative of the name; or
b. Pronoun or title that is inconsistent with the person's biological sex.

Legal Reference: A.C.A. § 6-1-108
Date Adopted: 6/19/2023
Last Revised:

4.63—STUDENT RELIGIOUS EXPRESSION

The Westside Consolidated School District Board of Directors does not allow the discrimination against a student based on a student's voluntary religious expression, if any. At the same time, the District shall provide a process to eliminate any actual or perceived sponsorship or attribution to the District of a student's public voluntary expression of a religious viewpoint, if any.

Student Assignments

Student assignments include, but are not limited to:

- Homework;
- Classwork;
- Artwork; and
- Other written or oral assignments.

A student may express the student's religious viewpoint, if any, in the student's assignments without discrimination based on the religious content, if any. A student's assignments shall:

1. Be graded and judged:
   - By ordinary academic standards of substance and relevance; and
   - Against other conventional, pedagogical topics as identified by the District curriculum; and
2. Not be penalized or rewarded based on the religious content, if any, of the student's assignments.

Student Presenters

A student's expression of a religious viewpoint, if any, on an otherwise permissible subject shall not be excluded from a forum, whether oral or in writing, where students are allowed to speak.

The District has the right to restrict student speech that is inappropriate in the school setting by being obscene, vulgar, offensively lewd, or indecent.

Review of written student forums shall be handled in accordance with Policy 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE.

If the forum is a scheduled event with designated student speakers, the building principal shall have an opportunity to review pre-written remarks prior to the student's presentation at the scheduled forum. The principal may require the student to amend the student's remarks to the extent necessary to address any portions that are determined to be inappropriate. A student's refusal to amend the remarks that were determined to be inappropriate may be prohibited from participation in the forum. A student who diverts from the approved pre-written remarks during a speech in such a manner that is determined to be inappropriate by the building principal or another present District staff member may be asked to return to the approved remarks. If a student refuses to return to the approved remarks or continues to divert from the approved remarks in a manner that is determined to be inappropriate may be escorted from the forum and disciplined in accordance with the District's Student Code of Conduct.

If the timing or format of the forum does not provide for pre-written remarks to be reviewed, then the building principal or other District staff shall have the authority to address a student whose remarks are determined to be inappropriate. The building principal or District staff member shall initially ask the student to cease the inappropriate remarks. If the student refuses or makes additional inappropriate remarks after being directed to cease such remarks, then the building

principal or District staff member may escort the student from the forum and the student may be disciplined in accordance with the District's Student Code of Conduct.

There shall be a disclaimer that a student speaker's speech does not reflect the endorsement, sponsorship, position, or expression of the District. The disclaimer shall be provided at all forums where students speak and at all graduation ceremonies. The disclaimer shall be provided orally or in writing as most appropriately fits the format of the forum.

Information on how to participate in a student forum shall be provided to all students.

In addition to the salutatorian and valedictorian selection process in Policy 5.17—HONOR ROLL AND HONOR GRADUATES, the following students may speak during the District's graduation ceremony:

Cross References: 4.14—STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE
5.17—HONOR ROLL AND HONOR GRADUATES

Legal References: A.C.A. § 6-10-138
A.C.A. § 6-18-101
A.C.A. § 6-18-1201 et seq.

Date Adopted: 6/19/2023
Last Revised:

4.64—STUDENT USE OF ARTIFICIAL INTELLIGENCE

Definitions

"Artificial Intelligence (AI) Tools" means Software applications or platforms that utilize machine learning algorithms to perform tasks typically requiring human intelligence, such as generating content, providing recommendations, or solving problems. For purposes of this policy, AI tools do not include the use of spell check or grammar check.

The purpose of this policy is to establish guidelines for the responsible use of AI tools by District students. The policy applies to all students enrolled in the District and covers the use of AI tools when completing District assignments or projects. The district shall provide teachers and students resources and education on AI literacy and digital citizenship. The District shall establish a committee who shall be responsible for the review and selection of AI tools that shall be available for students to use. All AI tools selected by the committee shall comply with applicable state and federal data privacy laws.

Students shall only use AI tools that were approved by the District committee for classroom assignments or projects. Teachers are responsible for providing instructions on when and how AI tools may be used for classroom assignments. Unless an individual teacher affirmatively communicates to students that AI tools may be used for a specific assignment, then AI tools may not be used. Individual teachers will decide the extent to which students may use AI tools for the

assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

If a student uses AI in connection with a school assignment, the student must comply with the following:

a. The student must explicitly disclose to the teacher in writing that the student used an AI tool and the specific AI used.

b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources and other media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes and/or bibliography entries.

c. In no instance may the output from one or more AI tools be copied and placed within a student's work as if the student wrote such a section himself or herself. For example, students may not outsource the organization or the writing of any written work to any AI tool. Students should use AI tools ethically and responsibly, aligning with the district's educational objectives, and in a manner that does not harm themselves or others. As part of using AI tools responsibly, students should be cautious about the information they provide to AI tools and consult with a teacher if unsure.

At no time shall students share personal, sensitive, or confidential information with AI tools, especially AI tools requiring data input. When a student uses AI tools, a student shall:

1. Review and verify the accuracy of content that is generated by an AI tool;

2. Cite AI tools used as part of an assignment or project as a source, following District citation guidelines; and
3. Be transparent about their use of AI in completing assignments.

Students must ensure all submitted work is their own and properly acknowledge or cite any assistance from AI tools. Students are encouraged to ask questions if they are unsure about the acceptable use of AI tools.

The following actions regarding AI tools are strictly prohibited:

Misuse of AI tools for cheating, plagiarism, or any form of academic dishonesty, including the submission of assignments that were fully generated by an AI tool and presented as original student work;

Altering or falsifying academic documents or records using AI tools;

Using AI tools to:
Gain unauthorized access to District systems;
or Bypass District security measures;

Using AI tools to produce misleading or false information, imagery, or any form of false outputs about themselves, other students, or staff members.

Students should report any inappropriate content or security concerns encountered while using AI tools to a teacher or administrator. Violations of this policy shall be handled in accordance with the District's disciplinary procedures.

Cross References: Legal References: 3.58—LICENSED PERSONNEL USE OF ARTIFICIAL INTELLIGENCE 4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION 5.10—ARTIFICIAL INTELLIGENCE 7.16—INFORMATION TECHNOLOGY SECURITY A.C.A. § 6-18-2601 et seq. 15 U.S.C. § 6501 20 U.S.C. § 1232g 34 C.F.R. Part 99

Date Adopted:2/17/2025
Last Revised:

5.16—Computer science course prerequisites and progression

Traditional Progression

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

Alternative Progression

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

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

Cross Reference:
5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Legal References:
Arkansas Computer Science Standards for Grades 9-12
Commissioner's Memo COM-17-051

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Internships

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District's internship program include

students advancing computer science skills, sharpening soft-skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking the internship participants to current resources, information, and guidance from computing professionals.

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

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

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

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

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

Independent Studies

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

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

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

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

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

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

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

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

Westside Consolidated School District Health Care Policies

Special Healthcare Needs

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

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

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

Student Medications

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

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

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

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

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

Legal References: *A.C.A. § 6-18-707*

Student Illness/Accident

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

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

Personal Hygiene

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

Healthcare

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

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

Make sure that school personnel know where and how to contact a parent in case of accident or illness. It is mandatory that school personnel have current contact information in case of accident or illness. Please update contact information if anything has changed. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable

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

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

4.57-Immunizations

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against[1]:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

Exclusion From School: In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for no fewer than twenty-one (21) days or even longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH. Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments: for the remainder of the week by the end of the initial school day of the student's exclusion; and by the end of each school's calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected. Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Temporary Admittance: While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from

school until the documentation is provided. The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Administration of Epinephrine for Emergency

Arkansas law 20-13-405 was enacted TO ALLOW A SCHOOL NURSE TO ADMINISTER AUTO-INJECTABLE EPINEPHRINE TO A PUBLIC SCHOOL STUDENT UNDER CERTAIN CIRCUMSTANCES. A life threatening allergic reaction can develop at any time due to insect stings, medication , food or various other sources. If a person is having an anaphylactic reaction they may have difficulty breathing, lips swelling, airway closing that could result in death. If the school nurse determines that your child is having a life threatening allergic reaction they will administer a dose of epinephrine via intramuscular EpiPen. The school will contact the parent if a dose of epinephrine is needed, however due to time restraints the parent may not be contacted until after the child has been injected. 911 will also be called in the case of any life threatening allergic reaction. If you would like to see a copy of the bill 20-13-405 or have any questions please contact your school nurse.

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

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

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

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

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

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

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

Treatment of Head Lice, Nits or Shells

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

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

Substance Abuse Screening

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

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

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

Purposes

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

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

Method

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

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

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

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

Substances Screened

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

Consequences of a Positive Test

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

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

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

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

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

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

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

School Breakfast and Lunch Program

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

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

It is important for you to make sure your child has sufficient money in his account or brings a sufficient amount for breakfast and lunch each day. Students will be allowed to charge breakfast/lunch if they do not have money to cover the meal. High school and middle school students may charge up to eighteen dollars ($18.00) for breakfast and/or lunch. This will be the equivalent of one week's meals with breakfast and lunch. Elementary school students will have a higher charge limit of twenty-five dollars ($25.00). Student charges may not be allowed after May 1st of each school year, so the food service program can collect all debts owed to the program.

If a student has reached the maximum of $18.00 ($25.00 elementary) in charges a reminder note will be sent home and parents may be called. If income levels change at any time during the year, parents may reapply for a Free/Reduced lunch program.

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

What are the nutritional requirements for the school lunch?

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

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

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

Food Service Complaint Procedure

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

2026-2007 Prices:

Breakfast	Free to all students
Lunch	$3.10
Lunch (reduced)	FREE
Adult Breakfast	$2.50
Adult Lunch	$4.00

*****The return of completed free and reduced lunch forms from ALL students regardless of qualification is extremely important as it impacts our schools funding in other areas. Westside Schools request that all families fill those forms out and submit them to the proper campus office.***

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

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

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
    - safe and unsafe foods
    - strategies for avoiding exposure to unsafe foods

    - symptoms of allergic reactions
    - when to tell an adult they may be having an allergy-related problem
    - how to read food labels(age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child(if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

School's Responsibility

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

- Discuss appropriate management of food allergy with the family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

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

ALTERNATIVE LEARNING ENVIRONMENTS–Policy 5.26 1.

The district shall have an alternative learning environment (ALE) which shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, behavioral or academic problems. The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. The team should consist of at least a school counselor, the ALE director or principal, the building principal or assistant principal, a parent or legal guardian (optional), LEA special education/504 representative if applicable, and a regular classroom teacher. **The committee's decision is final and not open to appeal.** Students who are placed in the ALE shall generally exhibit at least two of the following characteristics: 1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics; 2. Abuse: physical, mental, or sexual; 3. Frequent relocation of residency; 4. Homelessness; 5. Inadequate emotional support; 6. Mental/physical health problems; 7. Pregnancy; 8. Being a single parent; 9. Personal or family problems or situations; 10. Recurring absenteeism; 11. Dropping out from school; 12. Disruptive behavior; or 13. Transition to or from residential programs;

In some circumstances, a single incident may result in an ALE placement. These situations must have approval from the central office. Prior to a long-term assignment to the ALE, intervention activities are encouraged. These interventions include but are not limited to: parent conference, behavior modification plans, counseling, school based mental health, classroom interventions, etc. The teachers and administrator of the ALE shall determine exit criteria for students assigned to the district's ALE on which to base the student's return to the regular school program of instruction. The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the DESE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds. Students in the ALE will follow both the traditional student handbook and the ALE addendum.

The District's Alternative Learning Environment (ALE) program shall be evaluated at least annually to determine its overall effectiveness at providing a non-punitive environment that is:

- Conducive to learning
- Eliminates traditional barriers to learning, and
- Is in compliance with the Division of Elementary and Secondary Rules Governing Student Special Needs Funding.

This evaluation shall specifically address how the use of ALE funds is in alignment with the district's school support plan in addressing identified achievement gaps and student performance deficiencies.

WESTSIDE WARRIOR LEADERSHIP ACADEMY (WLA)

WESTSIDE WARRIOR LEADERSHIP ACADEMY (Grades 5–12) The Westside School District provides the Westside Warrior Leadership Academy (WLA), an Alternative Learning Environment (ALE) for students who meet the eligibility requirements established by the Arkansas Department of Education. The purpose of the Warrior Leadership Academy is to provide academic instruction, behavioral interventions, and support services that address educational, behavioral, social, and emotional needs while removing barriers to student success.

Academic instruction shall be provided through teacher-directed instruction and online coursework utilizing **Connect Care**. Instruction is designed to assist students in meeting Arkansas Academic Standards and graduation requirements while developing the skills necessary for successful transition to post-secondary education, employment, military service, or the traditional educational setting.

Students assigned to the Warrior Leadership Academy shall comply with all Westside School District Board Policies, the Westside High School Student Handbook, and the additional procedures established for the Warrior Leadership Academy. Students are expected to attend school regularly, actively participate in all assigned instructional activities, demonstrate appropriate behavior, and make satisfactory academic progress.

Students enrolled in the Warrior Leadership Academy shall remain on the assigned campus during the instructional day unless participating in an approved school-sponsored activity or otherwise authorized by school administration. Attendance at activities or events on another district campus or participation in school-sponsored functions shall require prior approval from the Warrior Leadership Academy administration and the appropriate building administrator.

Students assigned to the Warrior Leadership Academy may participate in extracurricular activities provided they meet all eligibility requirements established by the Arkansas Activities Association (AAA), the Westside School District, and the Warrior Leadership Academy. Participation may be limited or suspended based on attendance, academic progress, behavior, or failure to comply with Warrior Leadership Academy expectations.

Placement in the Warrior Leadership Academy is intended to provide students with additional academic and behavioral support in a structured learning environment. Placement decisions, continued enrollment, and transition to the traditional educational setting shall be determined by Warrior Leadership Academy administration in accordance with district procedures and Arkansas Department of Education guidelines.

The Warrior Leadership Academy Handbook serves as an addendum to the Westside High School Student Handbook. Students enrolled in the Warrior Leadership Academy are expected to comply

with all district policies in addition to the procedures established for the Warrior Leadership Academy.

WARRIOR LEADERSHIP ACADEMY DISCIPLINE PROCESS

The Warrior Leadership Academy is committed to maintaining a safe, structured, and orderly learning environment that promotes academic success, personal responsibility, and positive behavior. Students are expected to comply with all reasonable directives of school personnel and demonstrate behavior consistent with the expectations of the Warrior Leadership Academy.

Students who engage in disruptive, persistent, insubordinate, or belligerent behavior may be subject to progressive disciplinary consequences. The following guidelines outline the typical disciplinary process.

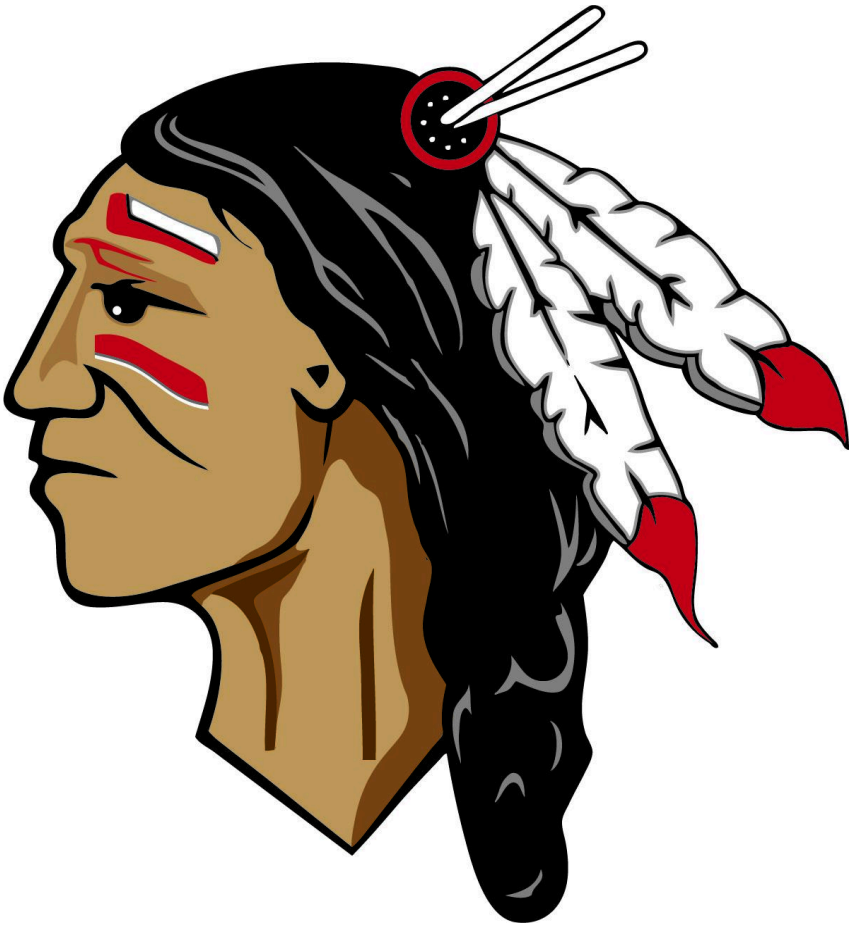
Office Referral	Consequence
First Office Referral	One (1) day In-School Suspension (ISS)
Second Office Referral	One (1) day Out-of-School Suspension (OSS)
Third Office Referral	Three (3) days In-School Suspension (ISS)
Fourth Office Referral	Three (3) days Out-of-School Suspension (OSS)
Fifth Office Referral	Five (5) days In-School Suspension (ISS)
Sixth Office Referral	Five (5) days Out-of-School Suspension (OSS)
Seventh Office Referral	Ten (10) days Out-of-School Suspension (OSS) and recommendation for expulsion.

Administrative Discretion

The disciplinary consequences listed above are intended to serve as guidelines for progressive discipline. Administration reserves the right to consider the severity of the offense, student safety, prior disciplinary history, and the circumstances surrounding an incident when determining appropriate disciplinary action.

Severe misconduct, including but not limited to fighting, threats, assault, bullying, harassment, intimidation, possession of prohibited items, illegal substances, or extreme acts of defiance, may result in immediate assignment to a higher level of discipline, placement review, recommendation for expulsion, or other disciplinary action authorized by district policy and Arkansas law without following the progressive discipline sequence.

Failure to comply with Warrior Leadership Academy expectations may result in a review of the student's placement in the program. Placement decisions shall be made by school administration in accordance with district procedures and Arkansas Department of Education guidelines.



Westside High School
2026-2027
Handbook Policies

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Jonesboro, AR 72404
Telephone: 870.935.7501
Fax: 870.268.9119

Administrative Personnel

Katie Edlemon--Principal
kedlemon@westsideschools.org

Jessica Perkins--Assistant Principal
jperkins@westsideschools.org

Jessica Kelly--Administrative Assistant
jkelly@westsideschools.org

Tracy Wiseman--Registrar
twiseman@westsideschools.org

Julie Tubbs--High School Counselor (Grades 11 & 12)
jtubbs@westsideschools.org

Amanda Etter--High School Counselor (Grades 8, 9, 10)
aetter@westsideschools.org

Mark Whitmire--Athletic Director/Dean of Students
mwhitmire@westsideschools.org

Pam Dooley--Director of Curriculum and Federal Programs
pdooley@westsideschools.org

Westside High School
Student Handbook Policies

4.7 Absences/Attendance

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

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

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

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

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

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

A student who misses more than one-third (1/3) of a class period will be considered absent. For a 90-minute class block, missing 30 minutes or more constitutes an absence. For a 45-minute class block, missing 15 minutes or more constitutes an absence.
Legal References: A.C.A6- 18-209,A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-18-231, A.C.A. § 6-18-507(g), A.C.A. § 6-18-702, A.C.A. § 6-27-113(f), A.C.A. § 7-4-116, A.C.A. § 27-16-701
Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning
Date Adopted:
Last Revised:

Check-in/Check-out Procedures

Students that arrive after **7:55 are required to check-in through the office.** The student is required to report to the office and check-in with the office personnel. Students will be given a pass to report to class that should be presented to the teacher upon entrance.

If an emergency should arise and a student needs to leave school, a parent/guardian or adult whose name appears on the Pick Up List must come to the school office and sign out the student. If the adult's name is not on the Pick Up List, then school officials will not let that person pick up the student(s). School administration can make other allowances on a case-by-case basis.

- Students will not be released to anyone without a proper ID.
- Students will not be released to anyone not on the pick up list.
- Parents/Guardians will add approved people to their child's pick up list at the beginning of the school year or at time of enrollment.
- If a change to the pick up list is to be made during the year, it must be done by the parent/guardian by completing the proper paperwork.
- These changes will not be made over the phone, via fax, or via email/text.

Students who leave school for any reason must check-out through the high school office before leaving. This includes students who have modified schedules, work study, internship, or any other administration approved reason to leave school. If a student does not check-out properly, they will be considered truant. All Sr's who have a modified schedule on Tribe-time days may be instructed to attend Tribe so they can receive important information.

4.9 Tardies

A student is tardy if he or she is not in the room or assigned seat when the tardy bell rings (per teacher's classroom rules). Tardies are per class and start over at the beginning of each new semester.

Consequences

- 1st Tardy -- Verbal Warning to student
- 2nd Tardy – Attempted verbal or written communication to the parent by the teacher
- 3rd Tardy – Referral to office with dates – 1 day in detention & contact parent.
- 4th Tardy – Referral sent to office with dates -- 3 days in detention & contact parent.
- 5th & subsequent tardies will either result in more days in detention or ISS & contact parents. In extreme circumstances, Families in Need of Services (FINS) petitions will be filed.

** **Once a student has been tardy or absent for first period class 6 or more times, the student will lose his or her driving privilege for the remainder of the semester.**

Date Adopted: July 1, 2006

4.10 Closed Campus

Unless given permission to leave the campus by a school official, students must sign out (be checked out by a person on their check-out sheet) in the office upon their departure. This means no student leaves for any reason unless checked-out by a person on their check-out sheet, and if the student returns before the end of the regular school day, the student must check-in at the office and present third party documentation (such as a Dr. note) in order to remain at school unless approved by the principal. Westside High School does not accept deliveries of any kind for students.

To ensure the safety of our students, visitors will not be allowed to eat in the cafeteria with students at Westside High School for any reason. Visitors to the high school who have school related business will check in at the office.

Consequences

Minimum consequence will be after school detention; maximum consequence will be Out of School Suspension (OSS).

Date Adopted: July 1, 2006
Last Revised: 06/18/2012

Dress Code and Student Grooming (WHS)

The below dress policy includes not only at school, but also applies for student spectators at all school activities or events (with exception of wearing a cap or hat at games or events after school hours as long as it is not prohibited at certain events by the Administration, Coaches or Sponsors).

The following items of appearance and wearing apparel will not be permitted:

1. Garments that are more than a dollar-bill length from the top of the front kneecap
    a. The board's exception is school-provided uniforms.
2. Bare feet (Shoes must be worn.) Cleats will not be allowed in the school buildings.
3. Heelies or any shoe with wheels. Skateboards or other wheeled devices will not be allowed to be carried around school during school hours and should be stowed in designated areas (lockers, etc.).
4. Inappropriate tops (i.e. low cut shirts or blouses with cleavage showing, bare midriffs, halter tops, spaghetti straps, muscle shirts, backless tops, one shoulder tops can not show bra straps, etc.).
5. Hoods on clothing may not be worn over the head. No gang related headwear will be permitted. No headgear that obstructs the view of instructional material will be permitted.
6. Clothing or other gear with inappropriate slogans. This includes any obscene, vulgar, suggestive, or commercial messages inconsistent with school standards. Anything advertising or promoting the use of tobacco, alcohol, or drugs are not permitted.
7. Baggy or saggy pants or oversized clothing. These garments must be worn no lower than the hip line or the hip bones. No undergarments may be visible.
8. Shirts, t-shirts, blouses, etc., with the sleeves cut off so that the opening goes down the sides of the body of boys and/or girls.
9. Full face paint or paint on the body (exceptions may be made during spirit weeks)
10. Chains (including wallet chains or chains attached to clothing). Jewelry with spikes or sharp points or any other dangerous instrument.
11. Oversized and/or long trench coats that could be considered a safety issue or a danger to the safety of the school causing students or employees to feel uncomfortable with the student wearing this apparel to school.
12. Hairstyle that may be hazardous to the student or his/her classmates' safety in their educational activities, such as, shop, lab work, physical education, etc. or disrupts the educational process.
13. Sunglasses worn inside of buildings except for medical reasons.
14. Any sheer material on leggings must fall below the dollar bill length from the top of the front kneecap or be covered.
15. Holes in jeans may not be higher than a dollar bill length from the top of the front kneecap <u>if skin is showing</u>. Absolutely no holes/slits in jeans or pants around the student's groin area or pocket areas in front or back will be tolerated if skin is showing. Duct tape and other non-clothing material will not be allowed to cover holes that do not meet dress code.
16. Blankets will not be allowed to be brought to school. These are a distraction to the educational process.
17. No baseball/softball bats will be allowed to be carried in the hallways. These items should be kept in locker room areas or coaches' offices.

In addition to the criteria above, the faculty of the school may develop a dress code for students who will represent the school or organization during extracurricular activities. All teachers will check for any dress & grooming violations each morning. If they notice a student in violation of the student handbook "Student Dress and Grooming" policies, the Teacher will send the student to the proper Administrative Office.

Consequences

Minimum consequence will be verbal warning and change of clothes; maximum consequence will be In School Suspension (ISS)

Social Gathering and Extracurricular Participation Attendance Rules: (Including Prom & Military Ball)

- Social gatherings are for students in grades 8-12 only.
- Dates/Guests cannot be family members.
- Dates not attending Westside must be signed up by the announced sign-up deadline. After the sign-up deadline has passed, no signatures will be added.
- Students may not enter after the first hour of the social gathering.
- Students must sign out at the door if they leave before the social gathering is over. Students must leave the school campus or event location and not return.
- Students who do not follow school policies at social gatherings may lose their right to attend future social gatherings.
- Students who are assigned to in-school, out-of-school suspension may not attend.
- Because social gatherings are school activities, appropriate attire to fit the event is expected, and the school dress code will be enforced (exceptions may be Prom or Military Ball, which may require more formal attire).
- Guests over nineteen (19) years of age will not be allowed to attend a school sponsored social gathering, and guests will have to show identification. Exception: Guests over Twenty (20) years of age will not be allowed to attend the Prom or Military Ball and may be required to show identification.
- Students in grades 8 and 9 will not be allowed to attend the Prom.
- In order for a student to attend a social gathering (Including Prom & Military Ball, etc.) or to participate in an athletic event, band event, theatrical production, or any other school event the student must attend school for 3.5 hours (half a day) if school is in session, and if absent that day, the student may not attend, or if absent for a part of the day, the student must bring a 3rd party documentation in order for the absence to be excused. Prom exception: If Prom is on the night of a school day, then the student must be at school the first 2 blocks of the day, and bring a note from parent/guardian to the Office that morning before classes begin in order to be excused for the rest of the day. Students who choose to be absent for the entire day will be marked unexcused but can still attend prom.

    - 12th grade students with an early release schedule will be allowed to participate in a social gathering or other school event listed above if they did not have a class scheduled on the day of the event.
- Dancing must be appropriate. Lewd and lascivious dancing will result in a student being asked to leave the event. Front to back dancing will not be allowed. Students may not receive a refund.
- Administration has the right to approve or deny any guest/date for any social gathering including Prom or Military Ball.

Consequences

If any of the above rules are violated:

1. Student or students may be asked to leave without refund.
2. Student or students may not be allowed to attend any future social gatherings.
3. Student or students could face further disciplinary action as deemed appropriate by the administration.

Pupil Personnel Policies

Scheduling of Extracurricular Activities

All extracurricular activities will be scheduled in such a way as to limit and control interruptions of instruction time in the classroom and the number of absences for such activities.

Eligibility to Participate in Extracurricular Activities

Age

A junior high student is not eligible for junior-high competition if the student's 16th birthday is on or before September 1. In the year a student in junior high school becomes too old for junior high participation, the student may be allowed to participate for the senior high if all other eligibility rules are met. A senior high student is not eligible for interscholastic participation if the student's 19th birthday is on or before September 1.

Scholarship (Academics)

Junior high eligibility: A student promoted from the sixth to the seventh grade automatically meets the academic eligibility requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester.

The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.

First semester ninth grade students must pass four academic classes to be eligible for the second semester of the ninth grade.

Ninth grade students must meet senior high academic eligibility by the end of the second semester in order to be eligible to participate in the fall of their tenth grade year.

Senior high eligibility: In order to establish eligibility, a student in grades 10-12 must pass four academic courses and maintain a minimum GPA of 2.0 based on the previous semester. Any of the four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.

The student must have no unexcused absences for the current semester or its equivalent that would cause the student to receive no credit (NC) for a course or courses causing student(s) to not have passed 4 academic subjects.

School disciplinary action may be defined by the school but, as a minimum, the policy shall state that a student has been disciplined when being placed on suspension where the student is out of school for a period of time. Out of School Suspension means the student may not participate during the time of Out of School Suspension.

The student must have no known criminal convictions. This is subject to the Arkansas Activities Association, if applicable.

Academic course:

An academic course is one for which class time is scheduled and which can be credited to meet minimum requirements for graduation, is taught by a teacher required to have state certification in the course, and has a course content guide approved by the Arkansas Department of Education.

P.E. may be considered an academic course for one full credit within the 21 minimum credits. The first time a P.E. grade appears on the transcript in grades 9-12 is when it will be considered an academic course.

Alternate course credit: A student may satisfy the requirement by successfully completing the course(s) failed or course(s) needed or equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements. Such credit shall be applied to the previous semester.
NOTE: When the same course is repeated, the former grade may be replaced. When a substitute course is completed, the grade shall be added to the courses for the previous semester and the GPA recomputed.

Special education: A student must have earned passing grades in four academic courses of the I.E.P. for the previous semester. In junior high, three of the four courses must be in the core curriculum areas (math, science, English, social studies).

Changing eligibility status: A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice per year, once at the beginning of the fall semester (Aug./Sep.) and once at midterm (Dec./Jan.).

Required Physical Exam: Before any student may participate in any athletic practice or athletic game, he/she must present a physical form from a Physician to the Coach stating that he/she is physically fit and may participate in any athletic program. Physicals are good for one year.

Attendance: In order for a student to participate in any Extracurricular Activities, on the day of the activity (if school is in session) the student must attend 2 class periods, the other class periods that the student misses will be unexcused unless the student brings third party documentation as defined under the excused absence section of this handbook. If the student is absent from school all day on the scheduled activity, the student may not participate in that activity unless approval is given by the school administration or the student is at a school function.

Lockers and Locks

Students are offered lockers. All locks must be obtained from the principal's office. Students are not to share hall lockers.

Lockers are for personal use and should be kept orderly. Students are to keep only appropriate materials for school in lockers. Lockers will be inspected periodically. Rental for lockers and combination locks is $5.00. If a lock is damaged or lost, a charge of $5.00 will be made.

In the assignment of school property (such as a locker) to a specific student, the school retains ownership and the right to inspect it or reclaim it.

Election Policy

In any school election (i.e., officers, citizenship awards, etc.), excluding Homecoming, in which a candidate does not receive a majority of the votes cast, a runoff election will be held. The runoff election will be limited to no more than two candidates except in the event of a tie.

In the event of a tie:

1. If there is a tie for first place, then these candidates will be in the run-off.
2. If there is a tie for second place, then the first and second place candidates will be in the run-off.

Homecoming and Homecoming Elections & Requirements

1. Students may not be nominated for Homecoming Court or any part of Homecoming Court (including Homecoming King), from the different grades, if the student has the following:
    a. More than 1 day in In-School Suspension (ISS).
    b. Out-of-School Suspension (OSS)
    c. is not a full time student at Westside High School (this does not include students on a modified/shortened schedule)
2. If there is not a majority of votes, the six candidates with the most votes will be placed in a runoff election.
3. The homecoming maids will be those students who receive the most votes in each respective grade level. No student may be elected a member of the Homecoming Court more than one (1) time per sport for junior high sports and more than one (1) time per sport for senior high sports with the exception of senior year.
4. The queen and maid of honor will be chosen from the 4 Sr. maids by a **vote of all seniors**. The student with the highest number of votes will be queen, and the student with the second highest number of votes will be maid of honor. In the event of a tie, these two students only will be brought back for a runoff vote.

Who's Who Regulations and Elections:

1. Grades 11 and 12 will give nominations for the Senior students for the Who's Who ballot.
2. If there is not a majority, the top 2 (3 if a tie) nominated in each category will be put on the ballot.
3. Grades 10, 11, and 12 will vote on nominees.
4. Most Talented is a fine arts category. Most Athletic is a sports category.
5. Class Favorites and Class Beauty and Beau will be nominated by each class. If there is not a majority of the votes cast, the top 2 (3 if a tie) nominated will be put on the ballot and voted on by each respective grade level.
6. Faculty and Staff will give nominations for the Senior students for Mr. & Mrs. WHS. The top 2 (3 if a tie) nominated will be put on the ballot and voted on by the faculty, staff, and the Senior Class.

Office-holding

In order that proper leadership may be assured to the various clubs, homerooms, classes, and other organizations, candidates for any school office are required to have the following qualifications:

1. An average of at least a C and no failing grades for the preceding semester
2. Qualities of leadership
3. Satisfactory citizenship

All nominees should be cleared through the office for scholarship and citizenship. A student is limited to holding major offices (President, Vice-President, Secretary, and Treasurer) in no more than two clubs.

Field Trips

Guidelines for scheduling field trips are as follows:

1. Some trips may require flexibility due to scheduling.
2. The field trip driver will be responsible for contacting the bus shop for a bus number prior to the trip. The driver should allow adequate time for a pre-trip inspection.
3. Any trips taken should have a scheduled date through the office two weeks prior to the trip.
4. All field trips should be of an educational nature.
5. All field trips should be approved by all principals who will be affected by the trip.
6. An agenda will be provided to the principal along with a list of students involved.

Policies for students: Pupils taking school trips must have been in school the day prior to the trip unless they have been excused by the principal and have been granted permission to make the trip by the principal. Field trips must be scheduled one week in advance in order that a bus and driver can be obtained. Except in unusual circumstances, field trips will not be allowed the last month of school. A student list will be checked by teachers for students who should not go due to behavior, attendance, or academic issues.

The school will have full authority over all pupils who represent it or accompany representative groups on all field trips, athletics trips, or any other trips in which school personnel are involved. All rules of safety and good conduct are to be observed.

Pupils riding the school buses on any of the above trips will be expected to return on the buses. Students may return with parents after the parents have notified the teacher in charge. Only in emergencies will an exception be made, and then the person in charge must give his consent and assume the responsibility.

Students should not get on the bus without the permission of the driver and the person in charge, either before the trip begins or any time during the trip.

Overnight Trips Sponsored by the School

Guidelines for overnight trips are as follows:

1. All school rules will be in effect from school through returning to school. Any different or special rules will be provided by the teacher or teachers sponsoring the trip.
2. The teacher or teachers sponsoring the trip will obtain approval from the administration at least two weeks in advance and will make all bus and bus driving arrangements.
3. The teacher or teachers sponsoring the trip will fill-out the bus form and seating chart for the trip.

4. The teacher scheduling the trip will provide an itinerary including rules for the trip, proper dress or attire, departure time, any list of activities while away, bed check time, approximate return time, and approximate cost of the trip for the student.
5. The overnight trip should be supervised by the sponsor or sponsors and by at least one adult sponsor/chaperone per ten students in order to properly supervise students and provide a safe trip. Teachers, coaches, or sponsors may request credible sponsors and/or adult chaperones to be assigned a room with students.
6. Students will only be allowed to travel home from an event with a parent/guardian if the parent/guardian has made personal contact with the sponsor/teacher.
7. All female luggages are subject to a check by a female sponsor or chaperone and all male luggages are subject to a check by a male sponsor or chaperone.
8. There will be no boys in the girl's rooms and no girls in the boy's room. Outsiders or students from other schools will not be allowed in any student's rooms at any time.
9. No student should have access to pay per view television (i.e. X-rated movies).
10. Any student taking medication of any kind must report this to the sponsor of the trip by means of providing written approval from a parent/guardian. The sponsor will not be required or allowed to administer medication to a student. The school or its sponsor will not be held responsible.
11. The school or its sponsors will not be held responsible for any personal injuries to any student during the trip.
12. The school or its sponsors will not be held responsible for any loss or damage of personal property.
13. In the event of an illness or a family emergency which would require the student to be sent home, it will be the responsibility of the parent/guardian to make the arrangements.
14. In the event that a student on the trip is guilty of violating school policy or trip rules to the extent of being sent home, the parent/guardian will be notified and will be responsible to make the arrangements. Also, the student may be punished according to school policy and may forfeit future trips sponsored by the school.
15. Curfew will be strictly enforced.
16. Prior to leaving the hotel/motel, each room will be inspected by the sponsors and/or chaperones. Students will be responsible for the condition of their rooms or for any missing or damaged items.
17. After returning, all students, sponsors, and/or chaperones are to inspect and clean the bus of litter.
18. If any bus driver and/or administrator is assigned to attend the overnight trip, it may (if money is available) be the responsibility of the club or organization to provide the expenses for lodging, travel, and meals for the person assigned to the trip.
19. The administration, coach, and/or sponsor reserves the right to deny the participation of any student on any overnight trip based upon a record of inappropriate behavior and/or poor academic/attendance pattern.

Out-of-district Pupils

Out-of-district pupils may be enrolled according to the following guidelines:

1. The Westside District participates in Freedom of Choice regarding student enrollment.
2. No student who has been expelled from another school or who has been a discipline problem may enroll in any school in this district.
3. Any transfer of students must be made through the legal process and must be agreeable to both the resident and serving school district.
4. Students from non-accredited high schools may submit their school records for evaluation. If a current norm-referenced achievement test has been taken, the student will submit a copy of the score report. If the test has not been taken, the student will be required to take, at his own expense, the current State-approved test.

Late Entrance

Any pupil who enrolls in a Westside school after the first scheduled day of school and has not been enrolled in another district during the current school year is subject to all state and local attendance guidelines and procedures.

TABE Testing for GED (Adult Education)

Westside High School does not administer the Test of Adult Basic Education (TABE) exam to students who are not legally registered as students. See the School Counselor for this information.

Senior Check-out Procedure before Graduation

Seniors will not be released from school attendance prior to graduation until the following conditions are met:

- Grades for all classes are complete. No exemption or release from class time will be allowed if students have not completed all assignments for a course or accepted a zero for that work.
- All assigned textbooks have been cleared by the teacher and Chromebook/charger returned
- All library materials have been returned and any fines paid.
- All charges accrued during school career are cleared.
- Lockers have been emptied and the lock returned.

Teachers will sign off on the seniors' checklist which will be given to them before the Monday of their last week of school. Seniors will get a signature from each classroom teacher, the Librarian, the Manager in the cafeteria, and the Senior High Guidance Counselor for clearance on fines, books, and lockers. This is to be turned into the office before check out. Senior cap and gowns will be issued on or before the last day of school.

Academic Requirements

~~Print copy of the Westside High School Course Catalog can be provided by the school counselor if requested.~~

Information Related to Academic Issues

Homework Policy (ASBA 5.14)

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completed assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

The purpose of homework assignments is to help students gain understanding and proficiency in the subject area in which the assignments are made. It is unacceptable to not do homework.

Cheating, Plagiarism, and AI-Generated Material

A student shall not cheat on a test, classwork, or homework, nor shall a student aid other students in cheating. This includes acts of plagiarism and AI-generated material.

Consequences

Minimum consequence will be student given a zero on work or test and parent contact by teacher; maximum consequence OSS

Plan 2—Core Curriculum

This is the general education path. Parents must sign a Smart Core Waiver form for students to choose this course of study to complete high school.This plan is not recommended for any student who is planning any form of higher education.

Twenty-four (24) credits are needed to complete graduation requirements under the Core Curriculum plan. The students must earn credits in the following classes.

English	4 units
Mathematics	4 units Algebra I or its equivalent Geometry All math must build on the base of algebra and geometry knowledge and

	skills. A two-year algebra equivalent may each be counted as two units of the four (4) unit requirement.
Science	3 units at least one unit of Biology at least one unit of a physical science
Social Studies	3 units Civics – ½ unit Economics – ½ unit World History – 1 unit U.S. History – 1 unit
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	½ unit
Career Focus	6 units
Electives	2 units (which may be academic or activity)

4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, a Smart Core Information Sheet and a Smart Core Waiver Form[1] will be sent home with students prior to their enrolling in seventh (7^{th}) grade, or when a seventh (7^{th}) through twelfth (12^{th}) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized.

Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional ___ units to graduate for a total of ___ units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance
All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science
All students shall earn one (1) unit of credit in a computer science course in order to graduate.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (½) 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 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; and
- The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) 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 (½) unit

CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

CORE: Sixteen (16) units

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

Oral Communications: one-half (½) unit

Mathematics: four (4) units
- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit
Note: While one-half (½) 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 (½) 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 (½) unit

CAREER FOCUS: - Six (6) units
All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

Cross References:
4.55—STUDENT PROMOTION AND RETENTION
5.11—DIGITAL LEARNING COURSES

5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION
5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
5.22-College Courses

Legal References:
Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
DESE Guidelines for the Development of Smart Core Curriculum Policy
DESE Rules Governing Distance and Digital Learning
Smart Core Information Sheet
Smart Core Waiver Form
Commissioner's Memo LS-18-082
A.C.A. § 6-4-302
A.C.A. § 6-16-122
A.C.A. § 6-16-143
A.C.A. § 6-16-149
A.C.A. § 6-16-150
A.C.A. § 6-16-1406
A.C.A. § 6-28-115

Smart Core Curriculum

This is the default curriculum path for all students who plan to attend college or another form of higher education. Unless a student has a Smart Core Waiver signed by a parent or guardian in their cumulative file, they will participate in the Smart Core Curriculum.

Twenty-four (24) credits are needed to complete graduation requirements under the Smart Core Curriculum plan. The students must earn credits in the following classes.

English	4 units
Mathematics	4 units Algebra I,Geometry, Algebra II, and Fourth Math Choice of Algebra III, Pre-Calculus; Quantitative Reasoning, Advanced Placement Calculus, ~~or~~ Computer Science, another advanced math course which has been approved by the ADE. (Comparable concurrent credit college courses may be substituted where applicable.)

Natural Science	3 units with lab experience chosen from: Physical Science Biology Computer Science Chemistry Physics
Social Studies	3 units Civics – ½ unit Economics – ½ unit World History – 1 unit U.S. History – 1 unit
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	½ unit
Career Focus	6 units
Electives	2 units (which may be academic or activity)

Core Curriculum

This is the general education path. Parents must sign a Smart Core Waiver form for students to choose this course of study to complete high school. This plan is not recommended for any student who is planning to pursue any form of higher education.

Twenty-four (24) credits are needed to complete graduation requirements under the Core Curriculum plan. The students must earn credits in the following classes.

English	4 units
Mathematics	4 units Algebra I or its equivalent Geometry All math must build on the base of algebra and geometry knowledge and

	skills. A two-year algebra equivalent may each be counted as two units of the four (4) unit requirement.
Science	3 units at least one unit of Biology at least one unit of a physical science
Social Studies	3 units Civics – ½ unit Economics – ½ unit World History – 1 unit U.S. History – 1 unit
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	½ unit
Career Focus	6 units
Electives	2 units (which may be academic or activity)

Academic Honors Curriculum

The Honors Program is a rigorous program planned to challenge and prepare students for college level work. Any student who wants to be an Honor Graduate or Valedictorian or Salutatorian of the graduating class must complete courses in this pathway. This includes all SMART Core requirements plus additional courses.

All students who wish to be designated as an Honor Graduate must follow this plan.
This program is a strenuous, demanding academic plan. Only serious, dedicated students should choose to follow this program. Teachers who lead these classes are expected to set high standards for work done by these students. Students who opt to follow the Academic Honors program must take the following courses:

For the graduating class of 2027, 2028, and 2029:

English	4 units Enhanced English (formerly Pre AP) in 10th grade

	AP Language 11th grade AP Literature 12th grade (Honor graduates may substitute College Comp I/II for AP Literature during their 12th grade year, unless the student is working towards valedictorian or salutatorian status.)
Mathematics	4 units with the lowest level accepted being Algebra I
Natural Science	3 units with lab experience, one of which must be Enhanced (formerly Pre AP) Biology
Social Studies	3 units
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	½ unit
Career Focus	6 units
Electives	2 units

Students who choose this plan for graduation must take at least three full year credit Advanced Placement Courses. One of these must be an AP English class, or a college English course approved by the principal, during the senior year. It is important to note that if a student is working towards Valedictorian/Salutatorian status, the student must take an AP English Class during the senior year, because of the weighted credit. The student may also take a College English course at the same time for college concurrent credit. Presently, Westside High School offers a variety of AP classes and a variety of concurrent college courses through ASU Newport. The list of classes could change each year due to availability of the teacher and student requests for the class. Students who want to graduate with honors must take at least three AP courses. Composition I/II can be substituted for AP Literature in 12th grade unless the student is working towards Valedictorian or Salutatorian status.

In addition to the concurrent courses that are taught on the WHS campus, the Northeast Arkansas Career and Tech Center offers additional concurrent opportunities.

For the graduating class of 2030 and beyond:

English	4 units Enhanced English (formerly Pre AP) in 10th grade AP Language 11th grade AP Literature 12th grade (Honor graduates may substitute College Comp I/II for AP Literature during their 12th grade year, unless the student is working towards valedictorian or salutatorian status.)
Mathematics	4 units with the lowest level accepted being Algebra I
Natural Science	3 units with lab experience, one of which must be Enhanced (formerly Pre AP) Biology
Social Studies	3 units
Physical Education	½ unit
Health/Safety Education	½ unit
Oral Communications	½ unit
Fine Arts	½ unit
Career Focus	6 units
Electives	2 units

In addition to the curriculum listed above, students who choose to follow the Academic Honors Curriculum towards graduation must complete eight semester courses (minimum) in any combination from the following list:

- Advanced Placement (AP) courses for which the student completed the course and applicable AP exam to earn weighted credit
- Concurrent college courses completed on the Westside High School campus through approved MOU between WHS and institutions of higher education
- Weighted courses approved by ADE/DESE, approved by Westside High School, and completed on the Westside High School campus, NEACTC campus, or weighted courses approved by the ADE/DESE transferred from a previous high school

IEP Curriculum/Graduates

Students who are identified through the special education program will complete graduation requirements as indicated through Individual Education Plans (IEP) established during programming conferences.

Students who have a need for special education services are identified through an IEP. At conferences with parents, special education teachers, and the special education designee, the particular needs of those students are addressed. Placement in general education classes is done whenever possible, and a trained special education teacher is assigned into these inclusion classes when the need is identified. For students whose IEP indicates need for more direct special education instruction, pull out classes in literacy and math are provided with teachers who have special training to deal with special needs students. Westside also provides self-contained programs for those students who are identified with more serious educational needs. Pull-out special education classes, inclusion classes and self-contained classes receive the same credit as general education courses. Graduation paths are planned by the special education designee in conference with the parent of the student.

Early Graduation

Any student who is enrolled in Westside High School and has earned the number of credits required by the local school district shall be eligible to graduate from high school without regard to the grade level the student is enrolled in at the time such credits are earned. (ACT 275 of 1997). In order to exercise this eligibility, a student **MUST** notify their school counselor and school administration **no later than May 1st of the year prior to the anticipated graduation**. At that time, counselors, administrators, the student and the guardians of the student will schedule an in person conference to discuss eligibility and future goals and plans.

Foreign Exchange Students.

Foreign exchange students will not be awarded a high school diploma from Westside High School.

Enrollment in Advanced Placement and Enhanced Courses

9th and 10th grade students who accept enrollment into Enhanced (formerly Pre AP) courses must be committed to the work and responsibility that comes with each course. Enhanced (formerly Pre AP) courses may include summer assignments which must be completed before the beginning of the school year. If a student has signed up to take an Enhanced (formerly Pre AP) course but does not complete the assigned summer work by the due date, he or she may be dropped from the Enhanced(formerly Pre AP) course.

Students who accept placement into AP level courses should be aware of the significant time commitment that they are making. They should be aware they are choosing classes taught at the college level. Students should not over-commit to part-time jobs, and they should balance extracurricular activities and other obligations and responsibilities with time necessary to prepare for

the advanced level coursework. Students who must work many hours each week in part-time jobs or who have many other time commitments should seriously consider enrolling in general education courses.

Movement from an AP course to a general education class is not always possible due to other scheduled courses. With this in mind, we hesitate to make schedule changes to remove students from Enhanced and AP classes.

Concurrent Credit

Any ninth through twelfth grade student who successfully completes any college course(s) from an institution approved by the Arkansas' Department of Elementary and Secondary Education (DESE) shall be given credit toward graduation and those grades will be used to calculate GPA for students as long as Westside High School has a current Memorandum of Understanding (MOU). The value of concurrent credit is 1 unit of high school credit for each 3 hour course taken at a college or university. A three hour remedial/developmental education course shall be the equivalent of ½ unit of credit for a high school career focus elective. A remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics. Transfer students will retain credit applied toward graduation requirements from a previously attended, accredited school. It is recommended that students not enroll in concurrent courses before their junior year.

For the 2026-2027 school year, Westside High School will offer concurrent credit courses through Arkansas State University Jonesboro and Black River Technical College. Students must meet the specific admission requirements set forth by both institutions of higher education. Admission requirements for Arkansas State University Early College Program can be provided by the 11th and 12th grade school counselor, as requested. Admission requirements for Black River Technical College, concurrent credit only, are listed as follows as approved by the school board of Westside Consolidated Schools:

- Recommended for 11th and 12th grade students only
- ACT composite score of 19 or higher
- Cumulative GPA of 3.5 or higher (not rounded)

If the student has not met these requirements, approval may be granted by a committee of WHS teachers and administrators.

Withdrawal from Classes

Students at Westside High School will be enrolled in enough courses to equal eight full class periods each school year. Student requests for course to course changes or additions or withdrawal from scheduled classes will only be considered during the first five (5) days of each semester for 9th, 10th, 11th, and 12th grade students. Early schedule changes may occur before the beginning of the fall semester at the counselors' discretion. Students will be notified of the early time period for schedule

changes. Students will only be allowed 1 scheduling change request per semester. If additional changes are needed, the principal must approve the scheduling request.

Schedule changes will not be allowed for 8th students. If a change is needed for competitive activity purposes,-the student must contact their school counselor during the first five (5) days of the semester.

Enrollment in P.E. for Credit

Students must take ½ unit of physical education as part of graduation requirements. One (1) unit of P.E. credit can be applied toward filling the necessary units to graduate. This may include P.E. credit earned in AFJROTC. Any other enrollment in P.E. classes will produce an activity credit. Band, athletics, or choir will not be substituted for physical education. Fitness class will count as activity credit if the P.E. has already been earned.

All students are expected to take P.E.. If a student has a disability that makes taking physical education difficult, he/she may have a 504 plan developed, which will allow the required P.E. credit to be earned in an accommodated P.E. class.

If a student is lacking the proper number of credits to graduate, school administration will look at all options to ensure the student remains on track towards graduation. These options may include retaking the class online during the following school year, summer school, and/or enrollment at Warrior Leadership Academy for credit recovery. This decision will be made by administration on a case by case basis.

For credit recovery purposes, Westside High School will accept correspondence work from other accredited education programs. Official transcripts -must be provided for these grades to be added to the student's official Westside transcript.

Grades and Reporting

Grading Scale
Westside schools use the state mandated grading scale. (Act 576 of 1993)
The letters A, B, C, D, and F are used in reporting and recording grades. They have the following literal meaning:

No credit is awarded for an F recorded at semester.

Grade Point Averages and Scales

Students at Westside High School have two separate Grade Point Averages (GPAs) and two separate rankings among their classmates. Both of these are printed on student transcripts.

Grading Scale	Regular	AP Courses	
A = 90 to 100	4.0	5.0	Superior
B = 80 to 89	3.0	4.0	Above average
C = 70 to 79	2.0	3.0	Average
D = 60 to 69	1.0	2.0	Below Average
F = 59 to 0	0.0 No credit awarded	0.0 No credit awarded	Failure to achieve minimum requirements

All academic courses receive ½ credit per semester. College courses taken for concurrent credit are 1 full credit each semester.

In order to receive the weighted credit for AP level courses, students must take the appropriate AP exam. Weighting will be reduced to the 4.0 scale on the final transcript for students who do not take the AP Exam. Teachers who teach AP courses are properly trained.

Westside High School will award weighted credit only to AP, concurrent credit, and other approved ADE Advanced courses regardless of weighting applied to other courses that students may transfer.

Computing Grade-Point Averages

Grade Point Averages (GPAs) will be calculated four (4) places past the decimal and will be rounded to three (3) places. If the 4th place past the decimal is 5 or greater, the GPA will be rounded up at the 3rd place past the decimal. If it is less than 5, the place number will be dropped.

Grading and Reporting

Report cards will be issued at the end of each nine-week period in the school year. The grades at the end of the first semester and at the end of the school year will become part of the student's permanent record.The grades at the end of the first and third quarters are in the nature of progress reports only and do not become a part of the permanent school record.

During the fifth week of the grading period, progress reports will be sent home with the student. Parent/Teacher conferences will be scheduled throughout the year to meet the state requirements.

In addition to report cards issued to parents/guardians at the end of each nine-week period, parent/teacher conferences are scheduled at the end of the first nine-weeks and at the middle of the third nine-weeks grading periods. These conferences are very productive, and all parents are urged to participate. The school will document parent/guardian participation and-nonparticipation in the required conferences. Additional conferences may be scheduled at the request of the parents. They must contact the counselor or principal to set up an appointment time.

Grades assigned to the student's performance in a course shall reflect the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives, such as those contained in the learner outcomes and curriculum frameworks approved by the state may also be given.

Retention in Grade 8 (Failing grades and attendance)

Eighth grade (8^{th}) students who fail to make satisfactory progress and receive failing grades in the core courses (English, Math, History, and Science) may be retained under the following conditions:

- A student failing two core courses will be evaluated by a committee made up of all 8^{th} grade teachers, his counselor and an administrator. The committee will recommend retention or promotion to 9^{th} grade, based on their evaluation of the student's readiness to pass high school coursework.
- A student failing three or more core classes will be retained in the 8^{th} grade for the following school year.
- Failure of other academic subjects will also be considered.
- The attendance policy, as it relates to loss of credit, will be considered for each individual class.
- The school will make a good faith effort to notify the parent or guardian to advocate for the student during the meeting.

Grade Forgiveness Policy

Students who take a high school credited course during the 8th grade year may receive an opportunity for grade forgiveness during the student's 9th grade year only. The policy guidelines are listed below:

- The course can be retaken by semester, as needed, only once.
- When the course is repeated, the highest semester grade earned will be listed on the official transcript and included in GPA calculations.
- Grade Forgiveness is only allowed for 8th grade high school credited courses. No other high school course can be retaken.

Honors and Recognition

Honor Roll

The Honor Roll is announced each nine weeks. Only academic subjects are considered in the determination of the Honor Roll. To be placed on the Honor Roll, a student must make all A's or a combination of A's and B's.

Selection of Honor Graduates, Valedictorians and Salutatorians

For the graduating class of 2027, 2028, and 2029:

To be named an Honor Graduate at Westside High School, a student must have a cumulative GPA of 3.5 or higher in grades 9-12. This GPA will take into account all academic course work for which credits toward graduation were awarded. The student must have completed all requirements listed in

the Academic Honors Curriculum. In addition, no student who has a grade less than a C on the official transcript will be designated as an Honor Graduate from Westside High School.
Valedictorian will be the person who has the highest GPA based on the 5.0 scale among the honors curriculum courses. The salutatorian will be the person having the second highest GPA based on the 5.0 scale among the honors curriculum courses. No student who has a grade less than a C on the transcript will be designated as an Honor Graduate from Westside High School.

For the graduating class of 2030 and beyond:
To be named an Honor Graduate at Westside High School, a student must have a cumulative GPA of 3.5 or higher in grades 9-12. This GPA will take into account all academic course work for which credits toward graduation were awarded. The student must have completed all requirements listed in the Academic Honors Curriculum. In addition, no student who has a grade less than a C on the official transcript will be designated as an Honor Graduate from Westside High School.

For the graduating class of 2027, 2028, and 2029:
High school students who have earned the distinction of Summa Cum Laude will have their GPA and class ranking figured on the number of credits required for graduation (24) in order to designate valedictorian and salutatorian of the graduating class. This is to prevent students from being penalized for taking a larger number of credit classes. Any grade lower than an "A" must be included in the 24 credits and all Advanced Placement grades will be counted in the 24 credits.

This calculation is only for the purpose of identifying Valedictorian and Salutatorian. The student with the highest GPA from this calculation will be designated Valedictorian and the second highest GPA from this calculation will be designated as Salutatorian. In the event of a tie, the students will share the recognition of valedictorian and/or salutatorian.

These GPAs must be maintained through the 8th semester. In the event of a tie in the GPA, there will be more than one valedictorian and/or salutatorian. All honor graduates, valedictorians and salutatorians will be recognized at the Commencement ceremony. When students move into the District, a committee will decide if the coursework with which they transfer into our district meets the criteria to allow them to graduate as an Honor Graduate.

The following distinctions will be recognized for the honor graduates:

Valedictorian--The Summa Cum Laude designated graduate with the highest GPA based on the 5.0 scale and has been enrolled at Westside High School for their entire senior year shall serve as the valedictorian of their graduating class.

Salutatorian--The Summa Cum Laude designated graduate with the second highest GPA based on the 5.0 scale and has been enrolled at Westside High School for their entire senior year shall serve as the salutatorian of their graduating class.

Summa Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 4.10(not to be rounded off). This designation will be represented by a double gold honor cord at graduation.

Magna Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 3.90(not to be rounded off) and a maximum of 4.09. The class rank for these students will be determined based on the number of students earning the distinction of Summa Cum Laude and be ordered based on their earned GPA. This designation will be represented by a double gray (silver) honor cord at graduation.

Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 3.50(not to be rounded off) and a maximum of 3.89. The class rank for these students will be determined based on their earned GPA. Class rank for all graduates not earning the distinction of honor graduate will be ordered based on their earned GPA. This designation will be represented by a double black honor cord at graduation.

In the event of a tie in the GPA, there will be more than one Valedictorian and/or Salutatorian.

All Honor Graduates, Valedictorians, & Salutatorians will be recognized at the Commencement Ceremony. When students move into the District, a Committee will decide if the coursework they transfer into our District meets the criteria to allow them to graduate as an Honor Graduate.

For the graduating class of 2030 and beyond:

The following distinctions will be recognized for the honor graduates:

Summa Cum Laude--Students meeting the requirements for the distinction of honor graduate with a minimum GPA of 4.10(not to be rounded off). This designation will be represented by a double gold honor cord at graduation.

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All Honor Graduates will be recognized at the Commencement Ceremony. When students move into the District, a Committee will decide if the coursework they transfer into our District meets the criteria to allow them to graduate as an Honor Graduate.

Diplomas with Merit and Distinction

Beginning with the graduating class of 2028, students who have earned a Diploma with Merit or Distinction according to the qualifications required by the Arkansas Department of Education will be recognized at graduation. Qualifications for each type of diploma are listed below:

Diploma with Merit

In order to qualify for a Diploma with Merit, students must:

- Complete a Success-Ready Pathway with three sequential credits
- Earn a demonstration of readiness via one of the following:
    - Identified High Wage, High Demand Industry-Recognized Credential
    - 12 or more postsecondary credits
    - Arkansas Certified Pre-Apprenticeship leading to a Registered Apprenticeship
    - AP Scholar Designation
        - Take and pass a minimum of (3) AP classes
        - Score a 3 or better on at least (3) AP exams
    - AP Scholar with Honor Designation
        - Take and pass a minimum of (4) AP classes
        - Average score of at least 3.25 on all AP exams
        - Score 3 or better on at least (4) AP exams

    ASVAB Score of 31 and completion of approved Enlistment Pathway

    Seal of Biliteracy

Diploma with Distinction

In order to qualify for a Diploma with Distinction, students must:

- Complete a Success-Ready Pathway with three sequential credits
- Earn a demonstration of readiness via one of the following:
    - Technical Certificate or higher (e.g., Associate's Degree)
    - AP Scholar with Distinction Designation
        - Take and pass a minimum of (5) AP classes
        - Average a score of at least 3.5 on all AP exams
        - Score 3 or better on at least (5) AP exams
    - ASVAB Score of 31 and currently enlisted in the Armed Forces
    - Youth apprenticeship leading to a Registered Apprenticeship

Graduation Regalia

All Westside High School graduates will wear scarlet graduation caps and gowns at the commencement ceremony. In addition, only the graduation cords and stoles approved by Westside High School administration will be allowed to be worn in the ceremony.

Westside High School Semester Test Exemption Policy

Semester tests will be given each semester. The semester test will be a comprehensive survey of the semester work and will be given at the appointed time. The test will count 10% of the semester grade. Make-up tests missed because of illness will be given the day the student returns to school as a general rule. Extenuating circumstances will be submitted to the principal whose decision is final. Requests to take semester tests other than at scheduled times will not be granted without administrative approval.

The following policy was approved for spring semester testing only at the Westside High School:

- Exemptions will be based on grades, attendance, discipline record and ATLAS Score and or growth.
  - A student with an "A" average may have no more than three (3) unexcused absences for the semester.
  - A student with a "B" average may have no more than two (2) unexcused absences for the semester.
  - A student with a "C" average may have no more than one (1) unexcused absence for the semester.

Semester Test Exemption

Students may be exempt from semester examinations if they meet all of the following criteria:

1. Earn a score of Level 3 (Proficient) or Level 4 (Advanced) on the most recent ATLAS assessment in the subject area.
2. Earn a semester grade of A, B, or C in the course.
3. Meet all attendance requirements established by the school.
4. Students who show adequate growth on the most recent ATLAS assessment may be eligible for exemption from the semester tests at principal discretion.

Students who qualify for exemption may choose to take the semester examination to improve their course grade, subject to school guidelines.

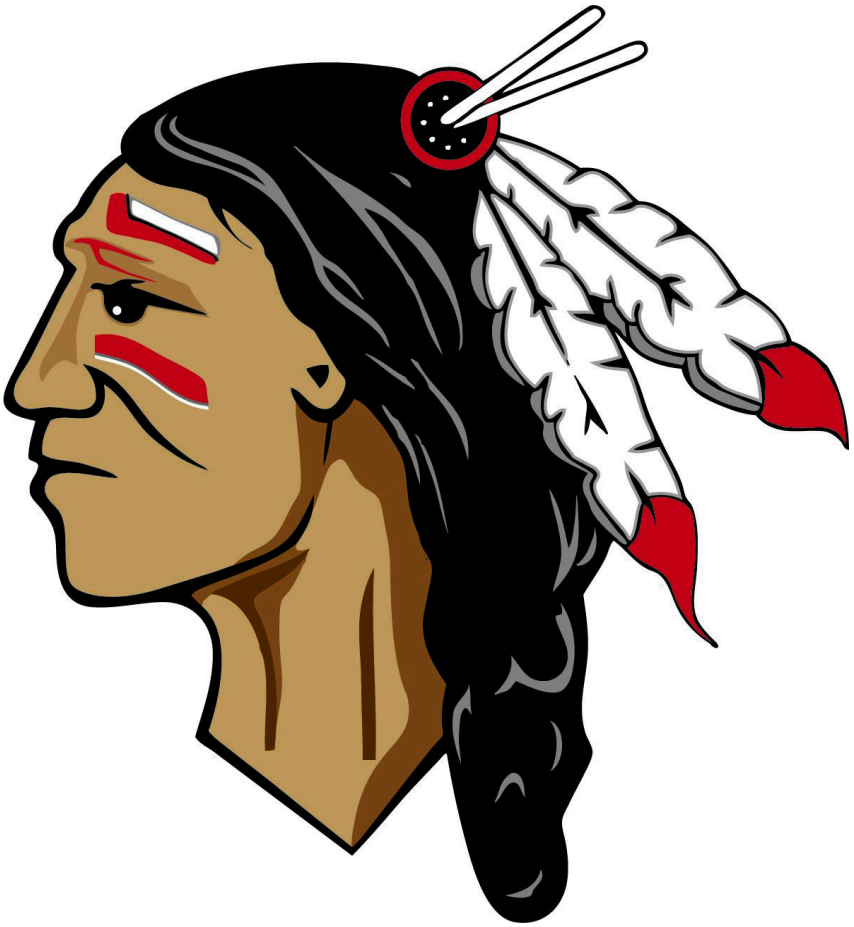
- Students will be exempt from spring semester tests only.
  - At the discretion of the building principal, students will not be required to take the spring semester exams if the approval of the administrator is met.
- Only unexcused absences, on a class-by-class basis, will count toward a student's total number of days absent for exemption.
  - School functions such as athletic trips and field trips will not count towards the number of days towards exemption.

- Official college visits that are documented with the attendance clerk will not count towards the number of days towards exemption.
- Absences that are considered excused by administration will not count towards the number of days towards exemption.
    - Only 2 school nurse excuses will count as excused absences towards the exemption policy.

- Absences will be determined in each of the students' individual classes.
- A student who has received discipline referrals resulting in a consequence of 3 or more days of after school detention and/or ISS or greater during any semester will **not** be exempt from the semester test.
- A student who has received any days of OSS will **not** be exempt from the semester test.
- Students must return a Chromebook and charger to be eligible for spring exemption.
- Students who qualify for exemptions but choose to take semester tests in an attempt to raise their semester grade, cannot have their grade lowered by the test.
- All teachers will participate in the exemption program.
- All semester tests will count **ten percent** of the grade.
- Students must return all school issued material in order to be exempt.
- Students who are not exempt must turn their books in before they are allowed to take their semester exams.
- The Advanced Placement Program requires all AP students to take the AP exam in the place of the second semester exam (no exemption from AP tests will be allowed--does not count as twenty percent of the grade).
- All Virtual Arkansas classes must take the semester test if assigned (no exemptions allowed).
- 8th grade academic core classes must give a semester exam. Rotation classes are not required to give a semester exam. 8th grade students will be able to be exempt from the test if they meet the criteria.

Advanced Placement (AP) Exams

All students enrolled in AP courses are expected to take the AP exams at the end of the year. If a student fails to take the exam, he/she will not receive weighted credit for the course.



Westside Middle School
2026-2027
Handbook Policies

1800 Highway 91 West
Jonesboro, AR 72404
Telephone: 870.935.7501
Fax: 870.268.1157

Administrative Personnel

Michael Allen--Principal
mallen@westsideschools.org

Todd Williams–Dean of Students
twilliams@westsideschools.org

Carmen Davidson--Administrative Assistant
cdavidson@westsideschools.org

Shannon Davis--Registrar
sgdavis@westsideschools.org

Kelly Rider--Middle School School Counselor(Grades 5-7)
krider@westsideschools.org

Pam Dooley--Director of Curriculum and Federal Programs
pdooley@westsideschools.org

Grading and Reporting

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

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

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

Official quarterly grade reports are issued to parents at the end of each quarter. Student-led conferences (SLC) are scheduled once in the fall semester and once in the spring semester. These conferences are very productive, and all parents are urged to participate. The school will document parent participation or nonparticipation in the required conferences. Additional conferences may be scheduled at the request of the parents. Parents must contact the office or teacher to set up an appointment time. Teachers shall contact the parents of each student at least once a semester through a parent teacher conference, telephone conference, email or home visit.

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

Promotion/Retention/Course Credit

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

Promotion or retention of students shall be primarily based on the Retention Committee's decision. The Retention Committee should be composed of the teacher(s), parent(s), counselor, administration, and other necessary staff. If there is doubt concerning the promotion or retention of a student, a conference with the parents, teacher(s), necessary staff, and principal will be held. The school shall document participation or non-participation in required conferences. If the conference attendees fail

to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal.

Grade level Academic Improvement Plans (AIP) shall be developed for students who do not score proficient or above on the previous year's state assessment. Each AIP will be developed by school personnel to assist the student in attaining the expected achievement level. The AIP will also state the parent's role as well as the consequences for the student's failure to participate in the plan. Students who do not participate in the remediation plan will be retained. (Ark. Ann. Code 15-2003)

Honor Students

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

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

Homework Buddies

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

Middle School Rules of Conduct

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

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

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

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

OTHER MIDDLE SCHOOL POLICIES AND PROCEDURES

Middle School Dress Code

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

The following items will not be permitted:

- Dress and/or appearance that cause interruption of the proper pursuit of learning or creates disorder in the classroom and/or school.
- Bare feet (shoes must be worn).
- Inappropriate tops (i.e. low cut shirts or blouses with cleavage showing, bare midriffs, halter tops, spaghetti straps, muscle shirts, backless tops, etc.). These garments must be worn no lower than the hip line or the hip bones. Baggy or saggy pants can be worn if no undergarments or parts of undergarments are visible.
- Shorts or skirts shorter than a dollar bill length from the bend of the knee. Measurement will be taken from the shortest part of the garment.
- Transparent or see through apparel unless the undershirt meets dress code rules.
- Caps, hats or other head coverings (i.e., hoods, bandanas, toboggans, etc.) worn inside the building, and hoods, caps on sideways, or bandannas (any gang related apparel) worn at school or to extracurricular activities or functions, such as to ball games, dances, plays, concerts, etc, whether at home or away.
- Shirts with inappropriate slogans such as any obscene, vulgar, or suggestive messages inconsistent with school standards. Shirts advertising or promoting the use of tobacco, alcohol, drugs, or weapons are not permitted.
- Dress and appearance that represents a clear and present danger to anyone's health or safety. Example: chains (including wallet chains or a chain attached to clothing), necklaces and/or bracelets with spikes or sharp points.
- Heelies or any shoe with wheels.
- Holes in jeans may not be higher than a dollar bill length above the bend of the knee <u>if skin is showing</u>. Absolutely no holes/slits in jeans or pants around the student's groin area or pocket areas in front or back will be tolerated if skin is showing.
- Leggings, hosiery, tight knit pants etc., may be worn with a dress, skirt, or an appropriate length shirt as long as the highest point of the shirt's hem falls loosely below the student's buttocks.
- House shoes, pajamas, or look-a-like pajamas.
- Approved clothing may be worn for administration approved special activity days.

Minimum consequence will be verbal warning and change of clothes; maximum consequence will be In School Suspension (ISS)

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

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

Artificial Intelligence and Academic Integrity

Definitions

“Artificial Intelligence (AI)” means a machine-based system can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.

“AI Tools” means Software, hardware, or cloud-based applications that use AI to aid in tasks like content creation, data analysis, and personalized learning. For purposes of this policy, AI tools do not include items such as spell check or grammar check.

"Automated decision tool" means an AI tool that has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.

Any use of AI tools by students must be approved by the student’s classroom teacher prior to the student’s use. Students shall receive instruction on how content generated by AI tools should be reviewed for bias and inaccuracies and cited as a source, following District citation guidelines.

Our Commitment

At Westside Middle School, we are committed to learning, leading, and doing our own thinking. AI tools can support learning—but they should never replace it.

You MAY use AI when your teacher allows it for:

- Brainstorming ideas
- Getting explanations or help understanding concepts
- Editing for grammar or clarity
- Practicing skills

Rule: You are still responsible for the final work.

It is considered cheating if you:

- Turn in AI-generated work as your own
- Copy/paste from AI without permission
- Use AI when your teacher has not allowed it
- Use AI during quizzes, tests, or assessments
- Have AI rewrite your work so that it is no longer your thinking

Consequences for cheating with Artificial Intelligence in school work:

For each offense

- **A zero (0) for each assignment if applicable**
- **Assignment must be redone to accurately assess understanding and/or mastery of skill. Reteaching may occur if needed.**
- **Parent Notification**

Progressive Consequences

- **Minimum is a lunch detention to a maximum consequence of 10 days of OSS**

Social Gathering Attendance Rules

- Social gatherings are for students in grades 5-7 only. (The last dance is an exception to this rule which allows for the 4th grade Westside students to attend.)
- No dates allowed from outside schools.
- Students who do not follow school policies at social gatherings may lose their right to attend future social gatherings.
- Students who are in-school or out-of-school suspension may not attend.
- Because social gatherings are school activities, appropriate attire to fit the event is expected, and the school dress code will be enforced
- In order for a student to attend a social gathering, he/she must attend school on that day for at least 3.5 hours. If the student is absent any part of that day, but brings 3rd party documentation, attendance will be allowed.
- Dancing must be appropriate. Lewd and lascivious dancing will result in a student being asked to leave the event. Front to back dancing will not be allowed. Students may not receive refunds.

Consequences

If any of the above rules are violated:

1. Student or students may be asked to leave without refund.
2. Student or students may not be allowed to attend any future social gatherings.
3. Student or students could face further disciplinary action as deemed appropriate by the administration.

Lockers

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

Legal Reference: *A.C.A § 6-21-608*

Locker Rules

- Locker rules apply to gym lockers and hallway lockers.

- Students are required to have locks on all school lockers.
- The school continues to retain ownership and the right to inspect and reclaim the locker at any time.
- Students are responsible for keeping locks locked.
- Locker rental fee is $5.00 per year. If a student owes library fines, book fines, lunch charges, or other fees to Westside Schools, he will not be allowed to rent a locker until these fees are paid. Athletic lockers will be provided by the coach.
- Students may only use school issued locks.
- Students should not take locks home. There is a $10.00 lock replacement fee if a student loses a lock.
- Students will be allowed to go to their assigned locker when the first bell rings in the morning, between class periods, and at the end of the day or at teacher's discretion.
- Decoration of lockers must be school approved.
- Use only magnetic or freestanding locker organizers.
- If damage is done to the locker, the student will assume responsibility for the repairs.
- Backpacks, book bags, purses (unless medically necessary), and electronic devices must be left in lockers.
- Lockers will contain only their renter's items.
- Students are not to share their locker combination with other students.

Hall Traffic

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

Library

- The library will be open from 7:45 a.m. to 3:15 p.m.
- Without special permission, only one (1) book at a time may be checked out.
- Books will be checked out for one (1) week. Books are to be returned or rechecked when due.
- To come to the library during class time a student must have the classroom teacher's permission.
- Good citizenship is required at all times. Disruptive students will lose their library privileges.
- All damaged or lost books or electronics must be paid for as soon as possible so that a replacement can be purchased. Any unpaid library charges will be carried forward each year, until paid.

Computers

Westside Middle School has computers available for student use. All students must follow the directions of the teacher at all times. All students will adhere to the Student Computer Use Agreement that is in the back of the student handbook.

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

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

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

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

Pledge of Allegiance

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

Parent Visitors at Lunch

Parents can not eat breakfast with their students.

Due to limited space, parents will **only** be allowed to eat with your child on his/her birthday or half birthday if they have a summer birthday. Before eating with your child, visitors should check-in at the office to receive a hall pass. Lunch times will be included in a packet sent home with each child after school begins. Parents/Guardians may bring food for **their child only**, and they may only eat with **their child**. Visitors may **not** have another student as a guest. Parents may not bring food for a group of students to eat at the back table. Parents/visitors can only sit at the back tables with their student only.

Check-Out Procedures

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

writing when a student is to ride the bus home with another student. **Early check outs should occur before 2:30 pm due to the safety and security of all students.**

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

Fines/Charges

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

Special Deliveries

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

Field Trips

Field trips are a privilege. A student will not be allowed to attend field trips if he is currently serving a suspension. Once time is served, the student will be allowed to participate in another field trip. For students who have discipline referrals, the principal will determine the student's eligibility to attend a field trip. Student behavior will be monitored and all school rules and procedures will remain in effect during the field trip.

Assemblies

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

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

Extracurricular Activity Eligibility

Students who represent Westside Middle School in any activity shall meet all minimum requirements as established by the Arkansas Activities Association and Arkansas law. Extracurricular activities and non-instructional activities shall be limited and planned so as not to interrupt instructional time.

Students must be present at least 3.5 hours (half a day) to be allowed to participate in extracurricular activities on that day. Extracurricular activities may be suspended, at the discretion of the principal, for disciplinary reasons.

Recess

- **Students will go outside for recess when the windchill is 32 degrees and above and weather permits.**
- **Students should dress appropriately for the weather.**

School Sponsored Activities

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

Legal References: A.C.A. § 6-18-507

Absences

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. In recognition of the needs for students to attend school, the district's policy governing student absences at the middle school is as follows:

● Students shall not have unexcused absences, as defined in the policy, more than 4 days per year without parent note **(up to 6 parent notes are allowed per year)** or third party documentation.
● When a student reaches 2 and 4 unexcused absences for the year, his parent, guardian, or person in loco parentis shall be notified of the student's absences for the year. Notification shall be sent by regular mail with return address, no later than the following school day.
● If a student reaches 4 unexcused absences for the year, his parent, guardian, or person in loco parentis shall be notified of the student's absences for the year. Notification shall be made by telephone no later than the following school day.
● If a student exceeds 4 unexcused absences for the year, the WMS attendance committee may notify the prosecuting attorney and the parent, guardian, or person in loco parentis may be subject to a civil penalty by law.
● If a student reaches 10 or more unexcused absences, the WMS retention committee may choose to retain the student into their current grade due to excessive absenteeism.

Persistent Discipline Referrals

Whenever a student receives multiple discipline referrals to the office, the following guidelines will be used and the student(s) will lose certain privileges:

The Student:

1. cannot attend any activities or functions involving Westside, on or off campus,
2. cannot attend any school sponsored trips,
3. cannot attend any school social gatherings,
4. cannot belong or can no longer belong to any clubs or attend their activities,
5. cannot participate or can no longer participate on athletic teams, band, cheerleading, quiz bowl, or any other extracurricular activities,
6. cannot be or can no longer be a Class Officer.

Students with multiple discipline referrals will have meetings with the counselor and may be placed on a behavior plan/academic plan and may be placed at the Warrior Leadership Academy.



Westside Elementary School
2026-2027
Handbook Policies

1834 Highway 91 West
Jonesboro, AR 72404
Telephone: 870.935.7501
Fax: 870.932.9832

Administrative Personnel

Kelli Murray--Principal
kmurray@westsideschools.org

Breigh Earnhart--Assistant Principal
bearnhart@westsideschools.org

Breigh Earnhart--Pre K Director/Instructional Facilitator
bearnhart@westsideschools.org

Heather Pate--(Administrative Assistant)
hpate@westsideschools.org

Georgie Jones--(Registrar)
gejones@westsideschools.org

Tammy Romines-- Counselor (K-1, Testing Coordinator)
tromines@westsideschools.org

Carol Little--Counselor (Grades 2-4)
clittle@westsideschools.org

Pam Dooley--Director of Curriculum and Federal Programs
pdooley@westsideschools.org

Kindergarten Registration

To enroll a student in Kindergarten - Fourth you must have the following items:

_____Proof of Residency
_____Social Security Card
_____Birth Certificate
_____Updated Shot Record
_____Physical

ARRIVAL

Students are expected to be on time for school each day.

Arrival for drop off ..... 7:30 A.M.
The parent/guardian of any student left unattended before drop off time will be called.

School start time.....8:00 A.M.
***Parents/guardians* must park and walk the student into the building to be checked in by the office personnel if arriving after 8:00 A.M.**

Once students enter the building, they are to report to the cafeteria for breakfast or to the gym for morning meetings. **Parents are allowed to walk Kindergarten students to class the first two days of school.** After the first two days of school, parents are not allowed to enter the building without checking in with the office

Parents can not eat breakfast with their students.

Due to limited space, parents will only be allowed to eat with your child on his/her birthday or half birthday if they have a summer birthday.

Before eating with your child, visitors should check-in at the office to receive a hall pass. Lunch times will be included in a packet sent home with each child after school begins.
Parents/Guardians may bring food for their child **only**, and they may **only eat with their child**.
Visitors may not have another student as a guest. Parents may not bring food for a group of students to eat at the back table. Parents/visitors can not sit at the table with the class.

PLEDGE OF ALLEGIANCE

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

DISMISSAL

- ***2:30 P.M. Front Doors Lock at the Elementary***
- ***3:05 P.M. Car Riders will be dismissed.***
- ***PK will need to enter and pick up students at the PK wing red doors that are at the North entrance in front of the building.***

Each day at 2:30 the front doors to the Elementary school will be locked so that teachers are able to get the students organized for dismissal. There will be no check out of students until 3:05. This is when the car rider line will start.
Parents needing to pick up their students must stay in the car rider line or check them out before 2:30 which will result in ½ day absent as usual.

The school day ends at 3:05 p.m. Car riders that are in grades K-1st will report to the hallway to be picked up by parents in the RED LINE. Students in grades 2nd-4th will report to the pavilion for BLACK LINE. Students with middle school siblings will also report to the RED LINE. Students in K-2 with siblings in grades 3-4 will report to the BLACK LINE.

TRANSPORTATION

For the safety of our students, we do not accept any transportation changes over the telephone. All changes in transportation must be in writing or in person. If in writing, the note will need to be sent to your child's teacher. The teacher will send the note to the office for signature from the SRO, Assistant Principal, or Principal. Changes will not be accepted by phone or fax. You can not email or text your child's teacher to make changes.
The bus driver may require a copy of the note before students are permitted to ride or get off at a different stop.

No student riding the bus in grades K-4 shall be dropped off at any stop without the visible presence of an adult.

The back gate will be locked to the public from 7:20 A.M. to 3:40 P.M. **No public vehicles will be admitted in or out during these hours.**

VISITORS

We welcome visitors to our building and have rules and expectations of our visitors to follow:

- Visitors coming into the building are required to scan their government issued identification card (driver's license, state identification card, green card, military identification card) or key fob in order to obtain a pass to enter the hallways of the school.
- The pass should be worn at all times during the visit.
- There should be no raised voices, no cursing, no threatening behaviors, or any display of disrespect. If this occurs, you will be asked to leave the premises.
- Parents waiting to pick up students at the end of the day must remain in your vehicle in the car line. Parents do not wait in the area in front of the office, hallways or classrooms.
- Students will not be released to anyone without a proper ID.
- No visitors will be allowed on the elementary playground.

CHECK-IN/CHECK OUT PROCEDURES

Students who arrive after **8:00 are required to be checked-in by an adult.** The adult is required to report to the office and check the student in with the secretary. Students will be given a pass to report to class that should be presented to the teacher upon entrance. (Any student who arrives at 8:16 will be counted as a ½ day absent.)

If an emergency should arise and a student needs to leave school, the parent/guardian or adult whose name appears on the Pick Up List must come to the school office and sign out the student. If the adult's name is not on the Pick Up List, then school officials will not let that person pick up the student(s).

- Students will not be released to anyone without a proper ID.
- Students will not be released to anyone not on the pick up list.
- To add or change someone on the pick up list will have to be done by filling out the proper paperwork.
- If a change is to be done at any other time during the year, it must be done by the parent/guardian in person,These changes will not be made over the phone, via fax, or via email/text.

Leaving school early should be for doctor appointments, sickness, or emergencies only. We encourage all parents not to interrupt their child's educational day by checking their child out early. If a student is checked out before **2:30 p.m, they will be counted as a ½ day absent.**

ABSENCES

Grades K-4

- Students shall not have unexcused absences, as defined in the policy, more than 20 days per year without third party documentation.
- When a student reaches 4 absences, a letter will be sent home to the parent, guardian, or person in loco parentis. Notification shall be sent by regular mail with return address, no later than the following school day. When a student reaches 8 absences, a phone will be placed to the parent, guardian, or person in loco parentis.

- If a student reaches 10 unexcused absences for the semester, the parent, guardian, or person in loco parentis shall be notified of the student's absences for the semester. Notification shall be made by telephone or by mail no later than the following school day. A meeting will then be set up between the parents and the WES attendance committee. The WES committee may notify the prosecuting attorney and the parent , guardian, or person in loco parentis may be subject to a civil penalty by law.
- If a student reaches 20 or more unexcused absences, the WES retention committee may choose to retain students into their current grade due to excessive absenteeism.

Absences Due to Extracurricular Activity

Programs outside of school have to be approved one week prior to the absences. Excused absence applications can be located in the elementary office. These absences must be approved by the principal. Approval will be based on the student's attendance and grades. This one-week notice allows teacher time to get work ready for the student that will be missing. Example: Rodeos, plays, trips.

LUNCH/BREAKFAST

Westside Elementary School serves both breakfast and lunch that meet state standards. Free and Reduced-priced breakfasts and lunches are available to families who qualify. Applications will be sent home in packets the first week of school, if you do not receive one they are available in the office. A new application for each child must be submitted yearly. If your financial situation changes during any school year, you may re-apply at that time.

Visitors that are at school to eat lunch with their child must check in at the office , as they leave they must check back out through the office. Parents can not travel to any other part of the building before going to the cafeteria or after leaving the cafeteria when they enter the building or once they leave the cafeteria. Visitors must be listed on the student's information sheet in order to eat lunch and/or pick up students. No Lunch visitors will be allowed in the Elementary School until October 4, This allows teachers and students time to get their routines and procedures perfected.

Visitors can only eat with their child and the child can not have a student visitor to eat with them. Visitors must only sit with those that are on the students' pick up list.

FIELD TRIPS

Field trips are a privilege for students at Westside Elementary School. Each student must have a signed permission slip on file from the parent before taking a field trip. When on a field trip, the student is under the direct supervision of the sponsoring teacher(s). The school will have full authority over all students or accompanying representative groups on all field trips.

A student will not be allowed to attend field trips if he or she is currently serving a suspension. Once time is served, the student will be allowed to participate in future field trips. For students who have several discipline referrals See rule 29.

ASSEMBLIES

From time to time special assembly programs will be scheduled for our students. Assemblies are a significant part of the student's education. They are designed to enrich school spirit, give students experience in participating in programs that provide pertinent information, and present important school and civic matters to students.

All students are expected to conduct themselves in a manner that shows their best behavior. Student behavior will be monitored, and all school rules and procedures will remain in effect during assemblies. Disruptive students may lose the privilege to attend assemblies. Day time performances are for students (due to the limited seating), night performances are for the parents.

SCHOOL CELEBRATIONS/SNACK

In order to keep our school environment in compliance with regulations for nutrition, nutritional snacks can be provided at the discretion of the grade level teachers. Christmas and Valentine Day will be party days. No birthday parties are to be held at school.

SPECIAL DELIVERIES

Because of safety issues and to prevent discipline problems, special deliveries, or any deliveries brought in by a parent/guardian will not be accepted. This includes flowers, balloons, cakes, cupcakes etc.

Toys/Stuffed Animals/Cards/Electronics

Students are not allowed to bring toys to school. No cards (Pokemon or any cards or books for trading). The school is not responsible for those that trade items or for the loss or breakage of any items.

TEACHER REQUESTS

No teacher's request can be made (negative or positive.)

STUDENT DRESS AND APPEARANCE (DRESS CODE)

All students are expected to exercise neatness, modesty, and dignity in appearance and manner of dress. The following items will be permitted:

1. No bare midriff
2. No inappropriate tops (i.e. halter tops, spaghetti straps, muscle shirts, backless tops, etc.) Straps on top should be at least two inches wide.
3. No baggy jeans or shorts. These garments must fit properly at the waist, no sagging.
4. Shorts or skirts should be mid-thigh length. When wearing an oversized shirt or sweatshirt, shorts should be visible.
5. No transparent or see-through apparel.

5. No shirts with inappropriate slogans, such as any obscene, vulgar, or suggestive messages are inconsistent with school standards. Shirts advertising or promoting use of tobacco, alcohol, or drugs are not permitted.
7. No dress or appearance that causes interruption of the proper pursuit of learning or creates disorder in the classroom and/or school.
8. Shoes with wheels are not allowed. They are not to be worn at any school functions, trips, ball games, or on campus.
9. No hats are to be worn inside the school building. However, hats on the playground are allowed. Hats are also permissible on days specified for spirit wear.
10. In addition to the criteria above, the faculty may develop a dress code for students representing Westside Elementary School during any extracurricular activity.

GRADING AND REPORTING

K and 1st will have a standards-based report card that meets the Arkansas State Standards.

Grading and Reporting

The letters A, B, C, D, and F are used in the recording and reporting of grades 2-4.

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

During the fifth week of each grading period, the teacher in grades K-4 will complete a progress report. The progress reports are to be signed and returned to the teacher to be kept on file.

Report cards are issued to parents at the end of each nine-week period. Parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. These conferences are very productive and all parents are urged to participate. Teachers are required to meet with the parent(s) or guardian(s) of each student at least twice a year through a parent-teacher conference or a home visit. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved expressed academic objectives of that course.

PROMOTION AND RETENTION

The decision to retain a child is never an easy one. The summary given below establishes criteria to be used when making that decision. We must keep in mind that no one criteria is the basis for retention. All criteria must be considered.

Kindergarten and First students must show mastery of the identified basic essential standards before promotion will be possible.

Second, third, and fourth grade students must be performing on grade level during the last grading quarter based upon AR Literacy and Math Standards. Their performance in writing, spelling and language must be at a level that indicates success is attainable with practice and/or maturity. Fourth grade students must pass three of the four following courses: Math, Science, Social Studies and Language Arts. This means they must have grades of D or above. Grades of D are considered passing but are not indicative of future academic success.

Any placement in special education and/or Title I/504 classes will receive special consideration when contemplating placement for the next academic year. Additionally, prior retention must be considered.

If a student has been retained prior to the current year and is still doing poorly, then referral for testing will be discussed. Attention should be given to a student's age and size. However, these should not be the determining factors.

Parents/guardians should be made aware of problems at the end of the first nine weeks. However, retention should not be mentioned until the end of the first semester. At that time, parents should be notified that problems are severe enough to warrant consideration of retention, and the child will be referred to a retention committee consisting of current grade level teachers, a teacher from the next grade level and administration. Parents should be told by May 15th whether or not the child is being considered for retention based on the committee decision.

Arkansas law requires that students who scored basic or below on the standardized test taken at the end of last year have an Academic Improvement Plan (AIP) in literacy, math or both.

HOMEWORK

Homework is deemed to be a beneficial supplement to the in-school instructional program. Homework will be assigned as practice for skills taught in the classroom. They will not be excessive or meaningless. The purpose of homework assignments is to enable the student to gain understanding

and proficiency in the subject area in which the assignment was made. The teacher will take into consideration the student's involvement in any extracurricular activity on any given night in assigning homework.

Parents should be supportive of the school's effort relative to homework. Parents are encouraged to be involved in all aspects of their children's education. Parents can help their children with homework by helping them gain a better understanding of concepts and skills, which has been taught at school. However, the parent should not do the homework assignment for the child, as this would be detrimental to the child's learning. Parents are encouraged to help with homework in the following ways:

1. Look over the assignment after the child has completed it.
2. Praise the child if he/she has done well.
3. Explain to the child why he/she did not do well, if the performance was poor.
4. Provide a place for the child to do the homework which is well lit and free from distractions.
5. Set aside a certain time each day for the child to complete homework.

Homework grading policy for 3rd and 4th grade:

Students who do not have class work/homework turned in by the due date will receive a zero in the grade book. After parents have been notified of work due in the Monday folder, students will have the opportunity to turn in homework the next day with a 25% reduction in grade. If homework is two days late, there will be a reduction of 50% in the grade. After the second day, if no homework is turned in, the grade will remain a zero in the grade book.

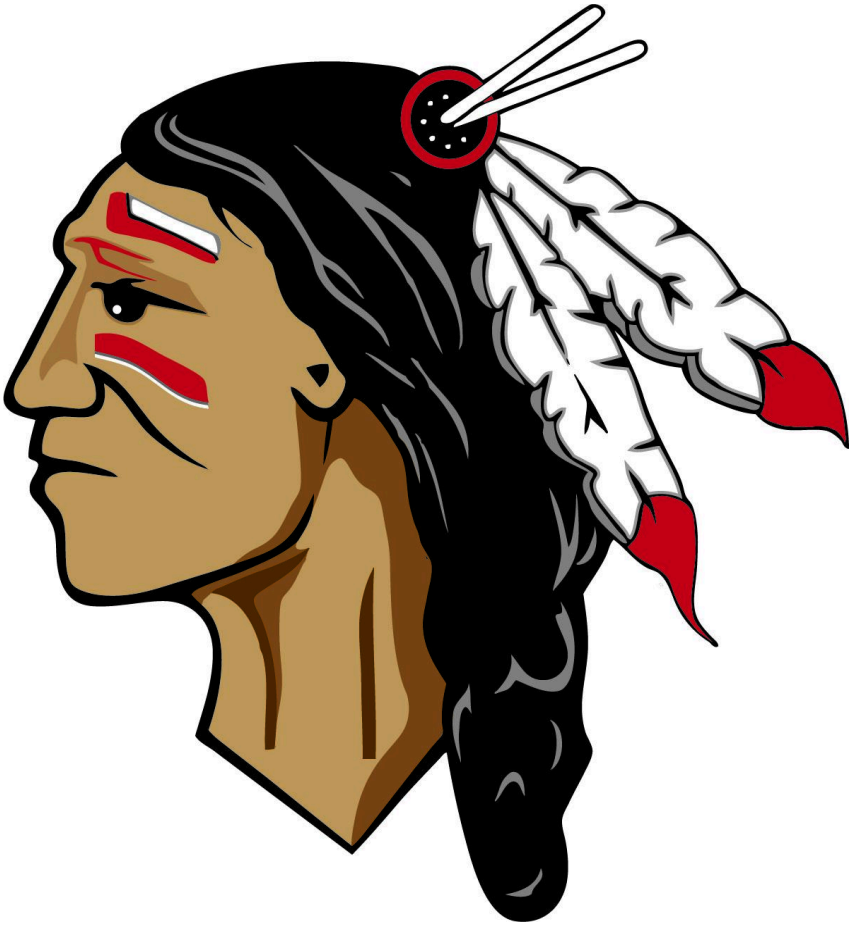
TEXTBOOKS/READING BOOKS/ELECTRONIC DEVICES

All school textbooks, including guided readers, are the property of the school district. Students are issued textbooks and must accept the responsibility for their proper care. Students must replace or pay for damages to textbooks, electronic devices or instructional materials that have been issued in their names. If students do not pay the fine or for the materials, the fine will follow them to Middle School, and they will not be able to receive a locker. If fines continue to follow the student into High School, they will not receive their diploma upon graduation from High School.

FINES AND CHARGES

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

Westside Consolidated School District



Student Discipline Policies (K-12)

4.17 Student Discipline

The Westside Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event;
- Going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Westside School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a

person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

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

Faculty members will correct misconduct anywhere they see it during school hours or during school activities.

In regard to conduct, every student is responsible to every teacher, counselor, & administrator during the school day or during any school function whether on campus or off. When a student's behavior is so offensive that he/she must be disciplined by the administration, the incident of his/her misconduct is noted on his/her discipline record.

Discipline of Handicapped Students: The Individuals with Disabilities Education Act (P.L. 94-142, amended) provides special due process rights to students with disabilities. Westside students, regardless of handicapping condition, who engage in misbehavior are subject to normal school disciplinary rules and processes so long as such treatment does not abridge the right to free, appropriate public education and as long as the handicapping condition is not the reason for disciplinary action.,

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

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

Definitions

For the purpose of this policy, the following definitions shall apply:

He: Any person, regardless of gender, when referring to someone in individual policies within this handbook.

Teacher: Any employee of the Westside School District who is compelled by law to secure a license from the State Board of Education as a condition of employment.

Good Cause: A cause or reason that is based on equity or justice or that would motivate a reasonable person under the given circumstances.

Insubordination: Refusal or continued failure to obey the reasonable rules and regulations or instructions of school-district personnel.

Disruptive Conduct: Any conduct that disrupts the orderly environment of the School District.

Criminal Acts: Activities defined as criminal under the law of the State of Arkansas. These include, but are not limited to, arson; assault and battery; burglary and larceny; possession of explosives; extortion, blackmail, or coercion; possession of firearms; malicious mischief; and robbery.

Disturbing the Peace: Engaging in activities which include violent, abusive, obscene or profane language, whether addressed to a specific party or to the public generally.

Truancy: Absence from school without parents' and/or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his or her assigned classroom without permission from school authorities shall be considered as truant. This includes leaving the campus at any time during the school day without permission or knowledge of school administrations or administrative assistants.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a supervisor or staff member to another member of the district staff, by a member of the district staff to a student, or by a student toward a staff member.

Due Process: The opportunity to explain one's version of the facts concerning the particular misconduct of which he or she is accused. This relates to teacher/student or administrator/student disciplinary encounters.

Types of Discipline: (see individual campus' sections for more information)

- Verbal Warning
- Corporal Punishment
- Detention

- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion

4.18—Prohibited Conduct

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own; work generated and claimed as own from artificial intelligence is considered cheating, copying, and plagiarizing.
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual’s personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Cross References:

Prohibited Conduct #2— Policy # 4.20
Prohibited Conduct #3— Policy # 4.21, 4.26
Prohibited Conduct #4— Policy # 4.22
Prohibited Conduct #5— Policy # 4.23
Prohibited Conduct #7—Policy 4.47
Prohibited Conduct #8— Policy # 4.24
Prohibited Conduct # 13— Policy # 4.25
Prohibited Conduct # 14— Policy # 4.21
Prohibited Conduct # 15— Policy # 4.7
Prohibited Conduct # 16 — Policy # 4.9
Prohibited Conduct # 17— Policy # 4.43
Prohibited Conduct # 19— Policy # 4.12
Prohibited Conduct # 20— Policy # 4.26
Prohibited Conduct # 21—Policy # 4.27
Prohibited Conduct # 22— Policy # 4.43
Prohibited Conduct # 23— Policy # 4.47

Legal References:
A.C.A. § 6-5-201
A.C.A. § 6-15-1005
A.C.A. § 6-18-222
A.C.A. § 6-18-502
A.C.A. § 6-18-514
A.C.A. § 6-18-707
A.C.A. § 6-21-609
A.C.A. § 27-51-1602
A.C.A. § 27-51-1603
A.C.A. § 27-51-1609
DESE Rules Governing Student Discipline and School Safety

Definitions of Consequences

Detention

Detention is after school, Monday through Friday. Detention is one-hour in length (3:25 to 4:25 pm), and it is the responsibility of the student and his/her parent or guardian to make sure he/she is in

detention on time on the day(s) that detention is assigned. The student may be assigned ISS for missing detention.

In-School Suspension

ISS or In-School Suspension is an alternative to Out-of-School Suspension or OSS. The violation will be explained by the Principal and the parent will be contacted. Additional consequences will result if the student does not follow rules while in ISS. The student will spend the entire day (from the first tardy bell in the morning until the last bell that dismisses school at the end of the day) in the ISS room. Lunch will be brought to the student or the students will go to the cafeteria and get their meal and then return to the ISS room. The student will receive restroom breaks in the mornings and the afternoons. During the period of time that a student is in ISS, the student shall not attend any school-sponsored activities nor participate in any school-sponsored activities during the imposed period that the student is assigned to ISS. If a student is absent on an assigned ISS day, the student will serve ISS on the next available school day.

Out of School Suspension (OSS)

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

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

The administrator shall proceed as follows in deciding whether or not to suspend a student:

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

When possible, notice of the suspension, its duration, and any stipulations for the student's readmission to class will be given to the parent/guardian. Such notice shall be handed to the parent/guardian or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing

are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable. OSS shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

ALTERNATIVE LEARNING ENVIRONMENT-

The alternative learning environment for Westside Consolidated will be Warrior Leadership Academy. Warrior Leadership Academy is a non-punitive environment that offers more individualized support with less external stimuli and more targeted instruction.

Expulsion

Expulsion refers to a permanent removal of a student from their regular educational setting due to a violation of serious school rules or policies.

Corporal Punishment

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

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

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

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

Corporal Punishment is an option which may or may not be used by the Administrators or any certified employees in the Westside School District. This option is at the discretion of the Administrator or the certified employee.
Legal Reference: A.C.A. 6-18-505 © (1)

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

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

Persistent Discipline Referrals

Whenever a student receives multiple discipline referrals to the office, the following guidelines will be used and the student(s) will lose certain privileges (this also applies to students in the alternative learning environment).

The student:

- cannot attend any activities or functions involving Westside, on or off campus,
- cannot attend any school sponsored trips,
- cannot attend any school social gatherings, including the Prom,
- cannot belong or can no longer belong to any clubs or attend their activities,
- cannot participate or can no longer participate on athletic teams, band, cheerleading, quiz bowl, or any other extracurricular activities.

Students with multiple discipline referrals will have meetings with the counselor and may be placed on a behavior plan/academic plan and may be placed at the Warrior Leadership Academy.

Complaints and Grievances

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

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

of Education through regular procedures (provided by the superintendent) for appearing before the Board. In the case of suspension, appeal may be made to the Board only if the superintendent initiated the suspension process.

BEHAVIOR NOT COVERED

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

ADMINISTRATOR'S DISCIPLINE STATEMENT

Administrators may alter the severity of punishment based on circumstances and other conditions. Successive violations of different rules contained in this handbook will result in increasingly severe punishments. A warning will not be issued each time or anytime a different rule is violated by a student.

4.20 Disruption of School--see ASBA Policy

Consequences

Minimum consequence will be a verbal warning; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

4.21—Student Assault or Battery--see ASBA Policy

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

Consequences

Minimum consequence will be OSS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

4.23 Tobacco and Tobacco Products--see ASBA Policy

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents. Students may be given educational opportunities to learn about the health effects tobacco/vaping has on the human body.

4.24 Drugs and Alcohol--see ASBA Policy

Consequences

Minimum consequence will be OSS, contact authorities, contact parents; maximum consequence will be 10 days OSS with recommendation for expulsion

4.29 Computer Use Policy--see ASBA Policy

Consequences

Minimum consequence will be a verbal warning;-maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents Loss of campus-wide computer privileges may also be included

4.33 Motor Vehicles/Student's Vehicles--see ASBA Policy

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

Students who drive their vehicle to school are expected to observe all rules of safety while driving, and to take extra precautions while on and about school property and grounds. The speed limit while on school property is fifteen (15) miles per hour. Students must have a valid driver's license and proof of insurance, and pay a $10.00 yearly parking fee. All student vehicles must have a parking permit that must be displayed at all times. If a student is parking without a valid permit, that student will lose all driving privileges at the discretion of the administration.

Students who have presented a valid driver's license and proof of insurance and have purchased a $10.00 parking permit from the appropriate office personnel may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking (only). Once students arrive on campus, they are not allowed to leave without following proper check-out procedures. They should vacate their vehicles and enter the school immediately.

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

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

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

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

Students may lose driving privileges on campus if they do not adhere to all rules of safety and expectations from administration.

Bullying--see Bullying Policy (ASBA 4.43)

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

Consequences

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

Bus Behavior/Discipline

Bus service is available to students living more than two miles from school. There is no legal requirement that schools must provide bus service; therefore, students must be considerate of the safety and well being of fellow students. The same standards of conduct that apply in the classroom apply on the school bus. The principal may choose not to follow the order of action if the incident is severe.

School bus safety rules.

At the bus stop:

- arrive on time
- stay out of the street
- respect the property at the stop location
- students must get on and off at their designated location.
- if a student must cross the road to board the bus, they must cross in front of the bus for safety reasons

Boarding the bus:

- wait until the bus stops
- go directly to your seat

On the bus:

- stay seated
- keep your head, arms, and hands inside the bus
- do not throw objects
- talk softly
- follow directions of bus driver at all times
- No eating or drinking at any time while riding the bus

Leaving the bus:

- stay seated until the bus stops
- do not push or shove
- If a student must cross the road when exiting the bus, they must cross in front of the bus for safety reasons

Students who ride a bus other than their own must bring a signed note by their parents. Notes must be turned in to the office before lunch on the day that they will ride the bus. Any note turned in after lunch may not be accepted.

Consequences

Minimum consequence will be verbal warning; maximum consequence will be bus suspension, up to the remainder of the year, at the discretion of the school administrator.

Chewing Gum/Food Items/Drinks

Chewing gum, food items, and drinks may be allowed in the classroom at the discretion of each classroom teacher. This privilege may be revoked by administrator, teacher, or staff at any time. Food items and drinks will not be allowed in the Fine Arts Center auditorium at any time. Food items or drinks will be allowed on the buses at the discretion of the transportation director.

Minimum consequence will be a verbal warning; maximum consequence will be In School Suspension (ISS).

Public Display of Affection (PDA)

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

Consequences

Minimum consequence will be verbal warning; maximum consequence will be In School Suspension (ISS)

Sexual Contact While on School Campus

"Sexual contact" means any act of sexual gratification involving the touching, directly or through clothing, of the sex organs, or buttocks, or anus, or the breast of a person (Arkansas Code 5-14-101). Sexual contact, with self or another person, is not appropriate on school campus, at any time, and will not be tolerated.

Consequences

Minimum consequence will be 5 days OSS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Truancy/Skipping School

A student absent from his/her assigned learning stations without permission from school authorities shall be considered as truant. (Ark. Stat. 6-18-201).

Consequences

Minimum consequence will be after school detention; maximum consequence will be In School Suspension (ISS) and Families in Need of Services (FINS) petition will be filed.

Insubordination

A student shall comply with reasonable directions or commands of teachers, substitute teachers, paraprofessionals, principals, administrative personnel, school bus drivers, or any other authorized personnel (Ark. Stat. 5-60-112, 5-71-226, 5-60-113).

Consequences

Minimum consequence will be verbal warning; maximum consequence will be OSS.

Disorderly Conduct, Disruptions of school, and/or Disturbing the Peace

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

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

are inclusive of but not limited to spreading rumors, instigating situations, being involved in circumstances that promote rumors, etc.

Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. This includes, but not limited to, loud and/or rude behavior, whether addressed to a specific individual or a group, or to the public in general. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or by the school's SRO or both.

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Disrespect

Not showing consideration to, esteem for, courtesy to, considerate treatment of, any Westside Student, or any Employee of the Westside School District. This also includes, but not limited to, loud or rude talking or comments to, or inappropriate language toward (other than cursing), or rude behavior toward, or talking back to, any Westside School District Employee or Substitute Employee working in the Westside School District. Verbal Abuse, interpreted by the Teacher, other School Employees, and/or Administrators to be of a more severe nature will be referred to as "Verbal Abuse of a School Employee."

Consequences

Minimum consequence will be after school detention; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Forgery of Passes, Parent's Signature, and/or Falsification of General Information

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

Consequences

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

Cell Phone and other Electronic Devices

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The state of Arkansas believes it is necessary to restrict student use and possession of electronic communication devices, so that the opportunity for learning in the district's schools may be enhanced.

Possession and use of any personal electronic device is expressly forbidden by Act 122.

For the purpose of this policy, the use of a cell phone or other communication devices (smart watches, exercise trackers, specific calculators, bluetooth earbuds, gaming devices, or other electronic devices that can transmit data etc.) means anything that can be used to transmit or capture images, sound, or data.

Consequences

Minimum consequence will be confiscation of the device and required parent pick up from office; maximum consequence will be ISS. Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.

Student Use of Cell Phone Policy (WHS):

Students may not use their cell phones from the time school begins until the time school ends, per state law this includes no cell phone usage anywhere on campus. Cell phones will be turned off and must be secured in the student's backpack, purse, or vehicle; they must not be on the student's body in pockets, etc. Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.

Consequences

Minimum consequence will be confiscation of the device and required parent pick up from office; maximum consequence will be ISS

Student Use of Cell Phone Policy (WMS):

Students may not use their cell phones from the time school begins until the time school ends, per state law this includes no cell phone usage anywhere on campus. Cell phones will be turned off and must be secured in the student's locker; they must not be on the student's body in pockets, etc. Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.

Consequences

Minimum consequence will be confiscation of the device and required parent pick up from office; maximum consequence will be ISS

Student Use of Cell Phone Policy (WES):

Cell phones or other personal electronic devices will be turned off and are to be put away in their backpack once the student enters the school. Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.

Consequences

Minimum consequence will be confiscation of the device and required parent pick up from office; maximum consequence will be ISS.

Cell phone & other Electronic Devices' Use on State Originated Tests

To protect the security of state originated tests, no electronic devices (smart watches, exercise trackers, specific calculators, etc.) as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking a state assessment, the student shall not have his/her electronic device turned on or in his/her possession. Teachers will collect phones and store them during testing, and students will have them returned upon completion of testing. Any student violating this provision shall be subject to disciplinary actions.

Consequences

Minimum consequence will be after school detention; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Transmission of Sexually Explicit or Vulgar Images or Representations

Students are prohibited from possessing, viewing, distributing, or electronically transmitting sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form. There will be no distinction between the material being on a student's personal or school-issued device.

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

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

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

around the school campuses after school waiting on an event that will occur later that day, or after an athletic contest or other event/function/activity without being properly supervised by a school employee.

Consequences

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

Cheating on Test, Classwork, or Homework

A student shall not cheat on a test, classwork, or homework, nor shall a student aid other students in cheating. This includes acts of plagiarism. The practice of taking someone else's work or ideas and passing them off as one's own is considered plagiarism. Using artificial intelligence to complete assignments is included in this policy.

Consequences

Minimum consequence will be student given a zero on work or test and parent contact by teacher; maximum consequence OSS

Fidgets

Fidgets are often used to provide sensory input in a less distracting way. They can help improve concentration and attention to tasks by allowing the brain to filter out the extra sensory information (e.g. listening to a lesson in the classroom, paying attention to a book during circle time). Fidgets are to be used appropriately without distracting other students.

Consequences

Minimum consequence will be a student/teacher conference; maximum consequence will be placement in after school detention.

Riots, Disruption, and Interference with School

NO STUDENT SHALL:

1. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of the school administrator.
6. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful

process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.

7. Encourage other students to violate any rule or school-board policy.
8. Participate in a school walkout or boycott (Ark. Stat. 5-71-207, 5-38-205, 5-71-203, 5-71-214, 5-71-201, 5-71-226).
9. Report to another person or to any public or private institution of this state a bomb threat. A violation of this law is a felony. Students known to make a bomb threat to the school shall be referred to the proper law enforcement officials for prosecution and shall be subject to further disciplinary action by the school.

Consequence

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

Gambling

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

Consequences

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

Profanity, Verbal Abuse, Inappropriate Language, Obscene Gestures

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

Consequences

Minimum consequence will be after school detention; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Damage, Destruction, and Vandalism of School Property or Personal Property of others

Any minor who maliciously or willfully destroys school property or the property of others, whether real, personal, or mixed, belonging to the school district or others (teachers, students, etc.) is liable and his/her parent or guardian shall be liable for twice the damages so caused by the minor, subject to the provisions of Act 45 of 1959. The parent or guardian of a minor shall be liable to the school district for property loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. Parents will be contacted and legal authorities will be contacted.

Consequences

Minimum consequence will be detention; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Extortion/Theft

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal acts) (Ark. Stat. 5-41-203, 5-12-102, 5-12-103, 5-36-103).

Consequences

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

Hazing

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

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Race, Ethnicity, National Origin, or Disability

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

Consequences

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

Fighting/Aggressive Behavior

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

It will be up to the discretion of the Administration to determine if an actual fight occurred, or what constitutes fighting in each incident(s), and who, if anyone, is at fault, and the severity of the incident, and consequences.

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Physical Assault by a Student toward a School Employee

A student who commits assault and/or battery upon a member of the faculty or staff, including substitutes, of the Westside School District shall be reported to the appropriate law enforcement agency (ACT 888) and recommended for expulsion (ACT 567 of 1995).

Consequences

10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Direct Verbal Abuse of a School Employee

A student shall not, under any circumstances, use profane, violent, abusive, or insulting language toward any school employee (Ark. Stat. 5-17-208, 6-17-106) (Act 1565 of 2001).

ACT 207 of 1997 provides that any person who shall abuse or insult a public school teacher while the teacher is performing normal and regular or assigned school responsibilities shall be guilty of a violation and, upon conviction, be liable for a fine of not less than one hundred dollars ($100) nor more than one thousand five hundred dollars ($1500).

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Indecent Exposure and Sexual Advances

A student shall not deliberately commit indecent exposure at school or at school sponsored activities on or off campus, nor shall a student make improper advances toward another person. (AR Stat. 5-14-111, 5-14-112)

Consequence

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Gangs and Gang-Related Activities

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

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

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

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

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

Consequences

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

Fraternities, Sororities, or other Secret Organizations or Societies

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

Consequences

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

Threatening and/or Intimidation

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

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Weapons and Dangerous Instruments

Definitions

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

"Possession" means having a weapon on the student's body or in an area under the student's control.

"Weapon" means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;

- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

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

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

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

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

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such

purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

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

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

Cross Reference: Policy 4.31—EXPULSION

Legal References:
A.C.A. § 5-4-201, A.C.A. § 5-4-401, A.C.A. § 5-27-210, A.C.A. § 5-73-119(b)(e)(8)(9)(10), A.C.A. § 5-73-133, A.C.A. § 6-18-502, A.C.A. § 6-18-507 , A.C.A. § 6-21-608, 20 USC § 7961

Consequences

Minimum consequence will be ISS; maximum consequence will be 10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Terroristic Threatening

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

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

Consequence

10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Falsely Communicating a Terrorist Threat

A person commits the offense of falsely communicating a terrorist threat if, in any manner, the person knowingly makes a threat to commit or cause to be committed a terrorist act or otherwise creates the impression or belief that a terrorist act is about to be or has been committed or in any manner knowingly makes a threat to commit or cause to be committed a catastrophe, as defined under § 5-38-202, that the person knows is false. Falsely communicating a terrorist threat is a Class B felony.

Legal References: A.C.A. § 5-54-204 (2012)

Consequence

10 days OSS with recommendation for expulsion, contact authorities, & contact parents

Fireworks

A student shall not have possession, use, or threaten the use of any fireworks or such instruments capable of inflicting bodily injury on campus or at any school sponsored activity. Consequences may range from a verbal warning to recommendation of expulsion.

Consequence

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

Bomb Threats

No person shall convey a bomb threat or any other threat to endanger the health or safety of the students and employees of the Westside School District. Consequences may range from a verbal warning to recommendation of expulsion.

Consequence

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

Legal Reference: *A.C.A. § 5-38-202*
A.C.A. §5-71-210
*A.C.A. § 5-71-211*A.C.A. § 27-51-1609

Substance Abuse Screening (Grades 8-12)

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

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

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

Purposes

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

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

Method

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

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

or similar chemicals could take more than twenty (20) days to leave a student's system. In this case, a doctor's written opinion is requested and is at the student's expense.

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

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

Substances Screened

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

Consequences of a Positive Test

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

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

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

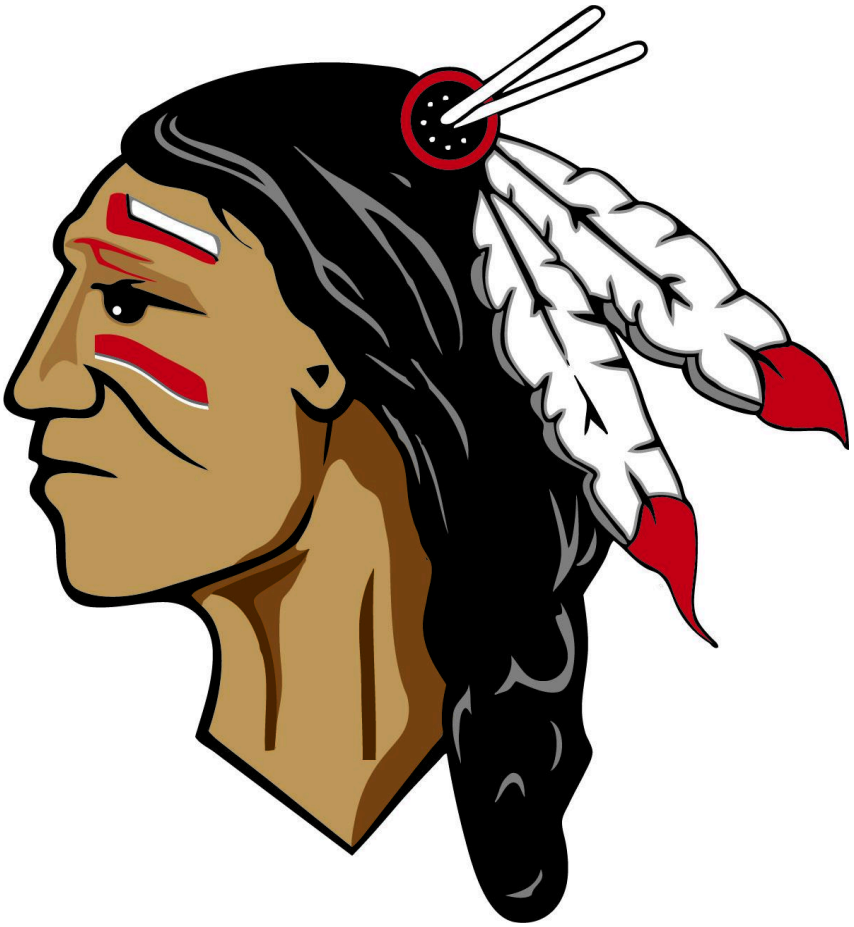
After a positive drug screen, the student may be screened each time a screening is administered for one year. This will be done at the discretion of the administration.

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

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

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

Westside Consolidated School District



Handbook Forms

Westside Consolidated Nurse Health Updates 2026 - 2027

Student Name:_____ Grade:_____ DOB:_____

Address:_____

Siblings in District (name and grade):_____

In case of Emergency, illness or accident contact parent (s) in this order:

1st parent/guardian name & number:_____ Relationship:_____

2nd parent/guardian name & number:_____ Relationship:_____

If unable to reach guardians the following may be contacted in the order provided:

1.Name,relation, number:_____

2. Name, relation, number:_____

Student Health Concerns (ADHD, Diabetes, Asthma, Seizures, allergies, heart conditions, etc.)

_____

Please List any medications student takes at home or school daily:

_____

Students are NOT to carry any medication on them at any time. All medications must be brought by the parent and signed in with the nurse. It is the responsibility of the parent to keep the nurse updated on any medical changes including the need of any medical equipment.

The following over the counter medications are available to be given by the nurses discretion during school hours. Maximum dosages will be determined by the school nurse.

Given at all campuses:
Tylenol
Ibuprofen
Benadryl
Antacids

High school ONLY:
allergy meds
cramp meds
pepto

Also on all campuses will be cough drops, anti sting, triple antibiotic ointment, hydrocortisone, caladryl.

I certify at least one dose of the above of the medications has been given previously without adverse reactions. The school nurse has my permission to give these medications to my child while at school.

Parent Signature:_____ Date:_____

Westside Consolidated School District

AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION 2026-2027

I, _____, give permission for the school nurse to share any health problems or concerns regarding to my (son/daughter), _____ to any teachers, coaches, or other school personnel that may be involved with my son/daughter while on Westside school campus, bus, or a function off campus. This information will be released only at discretion of the nurse, purposes that affect the education or safety of the student.

If you should have any questions or information about your son/daughter, please feel free to contact your school nurse. We can be reached at 870-935-7501 anytime between 7:30am and 3:30pm, or you can email us anytime.

Thanks,

Meghan Brodell, RN
mbrodell@westsideschools.org
Westside Middle School

Andrea Brackin, RN
abrackin@westsideschools.org
Westside Elementary

Holli Crowe, LPN
hcrowe@westsideschools.org
Westside High School

Westside Consolidated School District

Medicaid will reimburse schools for certain screenings, immunizations and personal care duties performed while students are at school. Please provide this information so that Westside can receive our funding for these reimbursable services.

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

I,_____, give permission for my child,_____ 's,
(Parent/Guardian Name) (First and Last Name)

personally identifiable information/student education records to be disclosed to a third party biller for the purpose of billing Medicaid and/or private insurance for medical screenings/services provided at school (if applicable).

Private Insurance Company_____
Medical Number/Group ID_____

Medicaid/AR Kids Number_____

Printed name of Parent/Guardian _____

Parent/Guardian Signature_____

Date Signed _____

Permission to carry and self-administer rescue medication
(for students with inhalers/epipens only)

Name of Student_____ DOB_____

My child has my permission to carry and administer his/her inhaler and/or EpiPen, as ordered by the practitioner.

I, _____, give my permission for my child to receive the medication(s) listed below as directed by the attending practitioner. I do hereby give my consent for the release and exchange of information contained in the medical record of my child.
_____Yes
_____No

I prefer for my child to have his/her inhaler/medication secured and administered by trained school personnel.
_____Yes
_____ No

I understand this form authorizes my student to possess and use the medication(s) included on this form while on school grounds and at school sponsored events but that distribution of the medication(s) included on this form to other students may lead to disciplinary action against my student.

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

TO BE COMPLETED BY A LICENSED PRACTITIONER

Diagnosis: _____

Name, Strength, Dose, Time (at school), Route

Medication_____

Do you recommend that this child carry and administer his/her own medication?___Yes____No
Allergies – Medication/food/other: (Please list)
_____
Printed Name of Practitioner_____Date_____
Practitioner's Signature _____Phone Number_____

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

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

I hereby authorize the school nurse, or designee, to administer the following medications to my child student.:

Name of medication _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

_____

Other instructions _____

I hereby authorize _____ to administer the above medication to my student in the unavailability of the school nurse at school in accordance with the above medication administration instructions.

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

Parent or legal guardian signature _____ Date _____

Elementary Car Rider Form

For the safety of your children, please refrain from walking up to the pick-up loading areas. Walking up or checking your child(ren) out in the office to avoid the car lines will not be allowed on a daily basis.

Filling out this form will give you a car rider visor sign to put in your front window of your vehicle**.** Please fill out ONLY ONE form per family so that your children will be put in the proper car rider lane. You will be given only one car sign with all your children's names on it.

We have two lanes: the outer lane that comes by the front porch is called the RED LINE. The inner lane that comes by the little building (Pavilion) in the parking lot, is called the BLACK LINE. The color of the print on your car visor sign is the color of the lane you will need to be in.
I have the following students who are car riders on a routine basis:

Student Teacher Grade

_____

_____

_____

_____

List any siblings that may be picked up at the Middle School:

_____

_____

I will need signs for the following people who pick up the student(s) regularly:

_____

_____

Westside Schools Pick Up/Check Out List

Student Name_____

Grade_____

Student ID: 1602_____

Our policy states that should it become necessary for your child to leave during school hours you, as their parent, guardian, or designee, are asked to come to the office to sign a permit to leave a slip for your child to be released. High school students are not allowed to check out another high school student; however, students with a driver's license are allowed to check out elementary and middle school students if they are on that student's check out list.

Anyone that will be signing your child out must be on the list below, including mom, dad, step-mom, step-dad, grandparents, aunts, uncles, family friends, etc. Everyone, including parents, must have their ID with them to sign a student out. We ask that you place your designees in an order that you would like to be called if the guardians are not available in an emergency situation.

Signature of Parent/Guardian

_____Date_____

This form should be completed and returned to your child's school. They may not be checked out without this form in their file. Thank you for your cooperation.

PLEASE PRINT ALL NAMES AND PHONES NUMBERS BELOW

Mother/Guardian: _____Phone #: _____

Father/Guardian: _____Phone #:_____

1. _____Phone #: _____

2. _____Phone #: _____

3. _____Phone #: _____

4. _____Phone #: _____

5. _____Phone #: _____

6. _____Phone #: _____

7. _____Phone #: _____

FIELD TRIP PERMISSION FORM

Our school may take field trips from time to time within the Jonesboro City limits. Please fill out the form below to allow for your child to attend these trips.

Name _____

Grade _____

Emergency Contact _____

Parent Signature _____ Date _____

VIDEO PERMISSION FORM

According to school policy governing the use of movies in the classroom, the principal must approve every movie shown in each classroom. In addition, we are required to send parents/guardians this notice before showing movies in our classroom.

Teachers sometimes show a movie that relates to content or occasionally as a reward. The movies can only be G or PG. Therefore, we are requesting that you please fill out this form and return it to your homeroom teacher.

I give permission for my child to:

_____See any movie (G or PG) that the principal approves.

_____I want to be notified of the movie being shown before giving my child permission.

_____I **DO NOT** want my child to watch movies at school. I understand that my child will be relocated to another room during this time.

Homeroom Teacher name:_____
Grade:_____

Student Name:_____

Parent Signature: _____ Date:_____ _____

Westside School District Student/Parent Acknowledgement and Permission Form

In an effort to consolidate forms, we are asking parents and students to acknowledge receipt and grant permission on this single form. Full text versions of all policies are available in the online handbook or by request. Please review items with your student and initial the following areas as they apply and sign and return this form to the school.

(Student) _____(Grade)_____(Date)_____

Parents and students please **READ**, **INITIAL** each item, and then **SIGN** below.

_____2026-2027 STUDENT HANDBOOK AND DISCIPLINE POLICIES

Act 104 of 1983 requires that school districts adopt written discipline policies that follow Arkansas Department of Education guidelines. The Arkansas Standards for Accreditation also require that the school shall have on file statements signed by parents and students that they have received an electronic and/or written copy (available upon request) of the school discipline policies. Students are informed the student handbook is online and that it contains the Westside School District Discipline Policies. Please understand that if your child did not score proficient or advanced on any State mandated examination administered last year, he/she will participate in a remediation program administered by the Westside Public Schools in order to satisfy state requirements.

_____ 2026-2027 COMPUTER USE AGREEMENT

The Westside School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data). 1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement. 2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral. 3. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations. 4. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians. 5. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matters 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.

_____2026-2027 CHEMICAL SCREEN CONSENT *(Grades 8-12 only)*

As a student: I understand that to participate in extracurricular activities in the Westside School District, or exercise the privilege to drive/park on Westside School District property, I will be subject to random drug testing described in this policy. I have read this policy and give consent to random drug testing administered by the testing agency hired by the Westside School District. I agree that I am aware that if I do not give consent to be included in the random screening process I forfeit my ability to participate in extracurricular activities or drive/park my vehicle on Westside School District property. I understand that this is a binding agreement while I am a student in the Westside School District. As a parent/guardian/custodian of this student: I understand that my son/daughter/ward agrees to be included in the random drug testing process necessary to participate in extracurricular activities or drive/park a vehicle on Westside School District property. I have read this policy and agree that my son/daughter/ward will comply with all stipulations set forth in this policy. I understand that this is a binding agreement while my son/daughter/ward is a student in the Westside School District.

_____2026-2027 EQUAL EDUCATION OPPORTUNITY POLICY

Westside Public Schools does not discriminate on the basis of race, color, national origin, sex, age, qualifying handicap or military status.

_____ 2026-2027 INTERNET AND COMPUTER USE AGREEMENT

We have read the "Computer Use"policy and the "Student Internet Use Agreement" policy that is enclosed in the Westside Consolidated School District #5 student handbook, and will abide by the statements, rules, regulations, and consequences therein.

_____ 2026-2027 PHOTOGRAPHY/VIDEO OPT-OUT FORM

The Westside Consolidated School District and all of its schools have many opportunities to recognize students' accomplishments and activities throughout the year using photos of students. This may take the form of print newsletters, video, TV, email, website, newspaper articles, etc. Parents who **DO NOT** want their child's photograph used need to notify their child's school office in writing to prevent school or district use of their student's photo.

_____ 2026-2027 OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION FORM (ASBA 4.13F)

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc. is not within the control of the District. I understand that the right to opt out of the disclosure information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, or institutional email address in a class in which the student is enrolled. I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the district to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

Directory information includes, but is not limited to: student name, telephone numbers, address, and email address.

Please check **Accept** if allowed or **Deny** to deny any disclosure to the following:
_____ **Accept** _____ **Deny** disclosure to Military Recruiters
_____ **Accept** _____ **Deny** disclosure to Institutions of postsecondary education
_____ **Accept** _____ **Deny** disclosure to potential employers
_____ **Accept** _____ **Deny** disclosure to ALL public and school sources. (Selecting the deny option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), and result in the student's directory information not being included in the school's yearbook and other school publications).
_____ **Accept** _____ **Deny** disclosure to ALL public sources. (Selecting the deny option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications.
** *Failure to check one of the options above will be considered an "Accept" and directory information will be made available to the area it is concerning.*

_____ 2026-2027 **Family Engagement Plan (ACT 557)**
I understand that the Westside School District Family Engagement Plan can be found on the school website at www.westsideschools.org under the state required information tab, or a paper copy can be requested through the school offices and the District Parent Center.

_____ 2026-2027 I have read and understand the student handbook and its policies
By signing below, I acknowledge that I have read and understand all stated policies at Westside High School/Westside Middle School/Westside Elementary School and the Westside Consolidated School District. Full text policies are available in the online version of the student handbook and available upon request. If you have any questions, please call the Westside Consolidated School District at 870-935-7501.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature_____Date_____

Student Name (Print)_____Grade_____

Student Signature _____Date_____

Please check if you were unable to access this online._____

Bell to Bell, No Cell Policy

In Compliance with ACT 122 (2025)
https://arkleg.state.ar.us/Home/FTPDocument?path=%2FACTS%2F2025R%2FPublic%2FACT122.pdf

Purpose

Westside Consolidated School is committed to maintaining a focused and productive learning environment. In accordance with Arkansas ACT 122 (2025), the use of personal electronic devices is ***prohibited at all times during the school day*** to eliminate distractions and enhance student engagement.

Definition of Personal Electronic Devices

For the purpose of this policy, a personal electronic device includes, but is not limited to:

1. Cellular telephone
2. Paging device
3. Beeper
4. Mobile telephone that offers advanced computing and internet accessibility
5. Digital media player
6. Portable game console
7. Tablet, notebook, or laptop computer
8. Digital camera
9. Digital video or audio recorder
10. Smart watch
11. Device that can connect and transmit data through Bluetooth technology

Policy Details

1. **Prohibited Use**
    - Students may not use or have personal electronic devices out at any time from the first bell to the last bell of the school day, including:
        - During class time
        - In the hallways between classes
        - During breakfast or lunch
        - In bathrooms and locker rooms
    - Students may have and use personal electronic devices outside of regularly scheduled school hours. This includes extracurricular activities that take place after the school day.
    - **Exceptions will be made for:**
        - Emergencies, including an active fire, tornado, earthquake, active shooter, evacuation of school grounds, or a medical emergency.

        - Health-related needs as required by a student's Individualized Education Program (IEP) or Section 504 plan.
        - Use required for students enrolled in concurrent college courses that require two-factor authentication.

2. Enforcement & Consequences

- **Westside High School:**
    - Staff will confiscate any personal electronic device seen in use during the school day.
    - Confiscated devices will be turned in to the school office.
    - The device will be held in the office for parent or guardian pickup.
    - If a student is 18 years or older, their phone can be given back to them as opposed to their parent or guardian at the end of the school day.
    - Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.
- **Westside Middle School:**
    - Staff will confiscate any personal electronic device seen in use during the school day.
    - Confiscated devices will be turned in to the school office.
    - The device will be held in the office for parent or guardian pickup.
    - Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.
- **Westside Elementary School:**
    - Staff will confiscate any personal electronic device seen in use during the school day.
    - Confiscated devices will be turned in to the school office.
    - The device will be held in the office safe for parent or guardian pickup.
    - Refusal to surrender a device when requested by a staff member will result in additional disciplinary action.

3. Liability

- The school is not responsible for lost, stolen, or damaged devices that have been confiscated.
- All confiscated devices will be locked in the office vault or safe to ensure their security.

This policy will be reviewed annually to ensure compliance with state law and to support the best interests of student learning.

Act 565 – Teacher and Student Protection Act

The Teacher and Student Protection Act (Act 565 of 2025) provides procedures for addressing student behavior that significantly disrupts teaching and learning or involves violent or abusive conduct.

Classroom Removal

A teacher may remove a student from the classroom when the student's behavior:

- Seriously interferes with teaching and learning;
- Repeatedly disrupts the educational environment; or
- Involves violent or abusive behavior toward a teacher or another student.

When a student is removed from the classroom, the student may be assigned to an appropriate learning environment, in-school suspension, or another setting consistent with district policy.

Parent Conference

Before a student returns to the classroom, a conference may be conducted to determine the cause of the behavior and identify possible interventions and supports. Conference participants may include:

- The principal or designee;
- The teacher;
- The school counselor;
- The parent or guardian; and
- The student, when appropriate.

Violent or Abusive Behavior

Students removed for violent or abusive behavior toward a teacher or another student may be assigned to an appropriate interim learning environment pending administrative review and required conferences. A student may not be returned to the same classroom or educational setting as the individual who was the target of the violent or abusive behavior.

Repeated Violent or Abusive Behavior

If a student is removed from a classroom three (3) or more times during a school year for violent or abusive behavior, the student may be assigned to an interim educational setting for the remainder of the school year or be subject to discipline in accordance with district policy and state law.

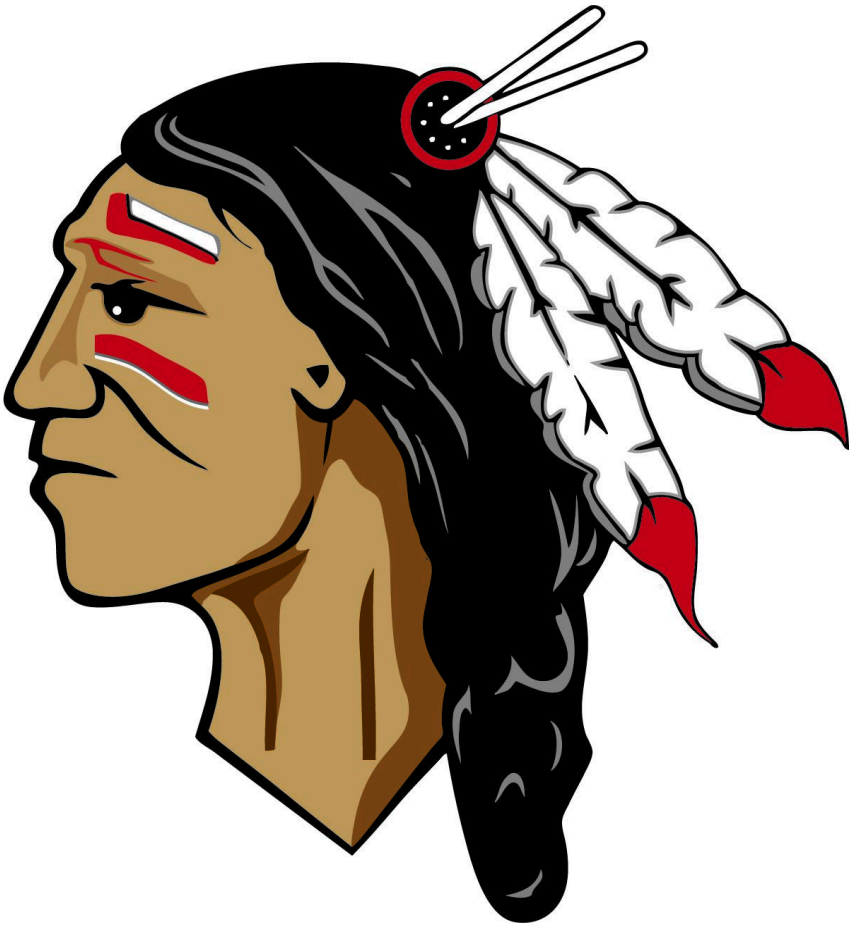
Students with Disabilities

Students receiving services under the Individuals with Disabilities Education Act (IDEA) or Section 504 retain all protections provided by federal and state law. When required, the District will conduct a Manifestation Determination Review (MDR) to determine whether a student's behavior was related to

the student's disability and will provide educational services consistent with the student's Individualized Education Program (IEP) or Section 504 Plan.

Behavioral Threat Assessment

When appropriate, the District may conduct a behavioral threat assessment to evaluate safety concerns and determine appropriate supports and interventions.



Addendums

District-Sponsored Community Service Opportunities

The Westside Consolidated School District Board of Directors recognizes the District and its schools as appropriate locations for students to complete qualifying community service. Students may earn community service hours through District-sponsored activities that benefit the District, its students, staff, facilities, or school community.

Approved District-sponsored community service activities may include, but are not limited to:

- Assisting custodial personnel with appropriate cleaning, organization, and campus beautification activities;
- Cleaning tables, seating areas, floors, and other appropriate areas of school cafeterias following breakfast, lunch, school activities, or special events;
- Assisting maintenance personnel with appropriate, nonhazardous work requests, projects, organization, and cleanup;
- Campus litter collection, landscaping, planting, mulching, and other grounds beautification projects;
- Organizing classrooms, storage areas, libraries, supplies, equipment, or other District property;
- Assisting with setup and cleanup for school, athletic, extracurricular, and community events;
- Cleaning athletic facilities, gymnasiums, stadium areas, bleachers, and other school facilities;
- Preparing instructional or organizational materials for teachers and staff;
- Assisting in school offices with appropriate nonconfidential tasks;
- Assisting with library organization;
- Moving or arranging appropriate furniture, equipment, or supplies;
- Painting and other appropriate campus improvement projects;
- Assisting with special projects identified by a teacher, coach, administrator, or other District employee; and
- Other District-sponsored activities approved by the Superintendent, building principal, counselors, career coach, or designee.

The above list is intended to provide examples and shall not limit the District's ability to approve additional service opportunities that benefit the school or school community.

District-sponsored community service shall be approved by the Superintendent, building principal, counselors, career coach, or designee and shall be performed under the supervision of a District employee or other adult approved by the District. Community service performed during the regular school day shall not interfere with a student's required instructional responsibilities.

All assignments shall be age-appropriate and reasonably safe. Students shall not be assigned work requiring specialized training or professional licensure or work that presents an unreasonable safety risk. Prohibited activities include operating District vehicles or heavy equipment; operating hazardous machinery; performing electrical, HVAC, roofing, excavation, or similar skilled work; working on roofs or at significant heights; handling hazardous or biohazardous materials; or accessing confidential student, personnel, medical, financial, or other protected records.

The District employee or approved adult supervising the activity shall verify the student's actual service hours and work performed in accordance with District procedures.

District-sponsored community service is intended to supplement the work of District employees and contractors and shall not be used on an ongoing basis to replace a regular District employee or contracted position.

The Superintendent or designee may approve, modify, or discontinue individual District-sponsored community service opportunities without additional Board action, provided the activity is consistent with this policy and applicable law.

AI in Education: Policy for Arkansas Districts

I. Purpose

This policy outlines Westside Consolidated School District's approach to Artificial Intelligence (AI) in educational and operational settings. The policy is intended to help ensure safe and responsible use of AI, foster innovation in instruction, and promote operational efficiency, while establishing clear expectations for AI use.

II. Scope

This policy applies to all employees, contractors, volunteers, and any individual utilizing district-owned or district-licensed technology resources, whether on-premises or remote.

III. Definitions

1. **"Academic Dishonesty"**: Behaviors that undermine the integrity of academic study, including plagiarism and cheating.
2. **"Artificial Intelligence (AI)"**: Programs or machines that, based on human-defined objectives, make predictions, recommendations, or decisions that influence real or virtual environments.
3. **"Automated Decision Tool (ADT)"**: A system or service that utilizes AI and is developed or modified to make, or substantially influence, consequential decisions, including but not limited to employment, student placement, discipline, or student services.
4. **"Algorithmic Impact Assessment"**: A documented evaluation of an AI system's purpose, data sources, accuracy, fairness, bias testing and human-oversight measures.
5. **"Technology Resources"**: District-owned or licensed machines, networks, software, email accounts, telecommunications, data systems, and related services.
6. **"User"**: All district employees, contractors, and volunteers.
7. **"Operator"**: An individual, organization, business or entity that provides an AI Educational Tool.[1]
8. **"Personally Identifiable Information (PII)"**: Information that can be used to distinguish or trace an individual's identity.[2]
9. **"Student"**: An individual under the age of 18 who interacts with an AI educational tool.[3]

[1]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

[2]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

[3]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

IV. AI Literacy Training

Westside Consolidated School District shall incorporate AI Policy training in staff development.[4]

V. Data Privacy and Security

Operator Commitments

- All AI tools utilized within the district shall comply with applicable district policies, state and federal laws, and other relevant regulations including but not limited to the following:
- Operators must meet Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act (CIPA), and state data-sharing requirements; contracts shall include data minimization, no secondary use, security, incident notice, and model transparency clauses.
- Vendors shall be selected in alignment with Arkansas Department of Education (ADE) K-12 Cybersecurity policy and Student Data Vendor Security Act - Arkansas Code Ann. § 6-18-2603.
- Operators must maintain SOC 2 certification or equivalent
- Operators must provide documentation aligned with ISO/IEC 42001
- Operators shall collect, access, store and process only the minimum data necessary to perform their intended instructional function.[5]
- Operators shall not use Personally Identifiable Information to train, improve or develop AI models.[6]

This includes, but is not limited to:

- Direct identifiers such as a student's name, identification number or Social Security Number.
- Indirect identifiers that can be combined to identify a student such as a combination of gender, birth date and geographic indicator.
- Operators may collect and use de-identified student data for testing or model improvement provided that such use is approved by the district and fully complies with all applicable federal and state privacy laws.[7]

User Commitments

- Users are required to comply with all applicable terms of service, including age restrictions and usage guidelines, and applicable federal laws and regulations governing data privacy.
- AI tools are to be used only on approved accounts and district email for AI/ADT tools; do not input PII or other confidential student or personnel data into public or unapproved AI tools.[8]

[4]Act 848 of 2025 codified at Arkansas Code Ann. § 25-1-128.

[5]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

[6]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

[7]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

[8]Arkansas Act 754 of 2023 codified at Arkansas Code Ann. § 6-18-2603.

VI. Requirements for AI Tools[9]

- Operators of an AI Educational Tool that includes a chatbot or other conversational features shall maintain transparent and auditable records of all Student interactions conducted through such features.
    1. Records shall be retained in accordance with applicable state and federal laws.
    2. Records shall be accessible to authorized district and school personnel and, upon request, to parents or guardians.
- Operators shall maintain a transparent system for the ongoing evaluation of AI-generated outputs. At minimum, the system shall include:
    1. Defined metrics for monitoring accuracy, bias, and error rates.
    2. Reporting of material safety or privacy incidents to the state and affected district immediately following discovery. In accordance with Act 260 of 2021 and Act 846 of 2023, immediately following discovery.
    3. Regular testing and evaluation of moderation systems for effectiveness and accuracy.
    4. Annual summaries of evaluation results and corrective actions made available to authorized district and school personnel and subject to state review.
    5. Completion of an Algorithmic Impact Assessment prior to deployment and updated annually.
- Districts shall ensure AI tools used in the district:
    1. Do not use manipulative engagement practices intended to promote excessive or compulsive use.
    2. Limit unnecessarily human-like behaviors, ensuring that the AI-Powered Educational Tool does not engage in personal or emotional relationships with students.
    3. Limit the completion of assignments, generation of answers, or performance on behalf of students.
    4. Allow teachers to enable, disable or limit AI functionality for specific assignments.
    5. Have moderation mechanisms that detect unsafe interactions, redirect students to instructional activities, block access to inappropriate or non-educational content and notify teachers of repeated violations.
    6. Have systems to ensure outputs are presented in an age-appropriate manner.

VII. Acceptable Use

- Westside Consolidated School District shall notify students and families in plain language of approved AI Educational Tools that may be used for instruction. This shall include a description of the AI Educational Tool's common instructional purpose.[10]
- Westside Consolidated School District shall use Artificial Intelligence (AI) to support student learning and shall not use it as a replacement for instruction. Users are expected to critically evaluate AI-generated outputs, maintain transparency, and adhere to established safeguards.
- Users may only use district-approved AI Educational Tools for the purpose of enhancing administrative efficiency, classroom instruction, data analysis, research, communications, and innovation in alignment with the mission of the district and its policies. Users will make final decisions regardless of recommendations from Artificial Intelligence or automated decision tools.
- Users shall ensure that instructional materials created with AI tools are accurate and aligned with Arkansas Academic Standards.

- Assignments within Westside Consolidated School District shall not require students to use AI tools that are unavailable through the district. All AI tools approved for use must be explicitly identified and clearly communicated to students, staff, and families.
- Educator use of AI shall comply with the Code of Ethics for Arkansas Educators. Staff and educators within the district are expected to model responsible and professional use of AI in all instructional activities.

[9]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

[10]Adapted from *Guardrails for AI-Powered Educational Tools in K-12 Schools*. (2026, February). Excel in Ed.

VIII. Prohibited Use

District technology resources and any AI/ADT shall not be used to:[11]

- Express personal political opinions to elected officials unless within job duties or specifically requested by an elected official/public entity;
- Engage in lobbying an elected official on a personal opinion if not a registered lobbyist for the district;
- Engage in illegal activities or activities prohibited by federal or state law;
- Bypass or override security/system integrity;
- Profile or target protected classes in ways that violate federal/state civil rights law or district policy;
- Generate fabricated records or misrepresent AI content solely human-authored when accuracy and attribution are material to a decision.
- Users may not create, alter, or distribute AI-generated images, videos, or voice recordings that depict: Real, identifiable individuals (including students, staff, or public figures) without their explicit, documented consent.

IX. Academic Integrity

The Westside Consolidated School District shall adopt procedures for investigating suspected misuse and addressing violations of academic integrity policies.

Students

- Students' use of AI may not violate the district's policies.

Teachers

- Teachers are responsible for their instructional and testing material.
- Teachers shall credit sources for any non-original work, including AI-generated work, according to the district's citation guidelines.

[11]Act 848 of 2025 codified at Arkansas Code Ann. § 25-1-128.

X. Implementation and Review

The district shall monitor developments in AI technology and update this policy as necessary to address emerging risks, support innovation, and ensure alignment with educational and operational objectives. Periodic policy reviews shall consider student outcomes, curriculum integration, and data privacy to maintain effective and responsible AI use.