WESTWIND

SCHOOL FOR PERFORMING ARTS

IMAGINE THE POSSIBILITIES



CREATIVE HANDBOOK 2026-2027

Westwind School for the Performing Art

PARENT-CREATIVE
STATEMENT OF RESPONSIBILITY

_____ _____
Creative Name Grade

The Westwind School for the Performing Arts has made available the Parent/Creative Handbook online for your viewing and downloading. The Handbook is available on our website at www.thewestwindschool.org.

DETACH ALONG PERFORATED LINE

I acknowledge that I have been informed that the Westwind School for the Performing Arts Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Creative Handbook.

We have received the WSPA Parent/Creative Handbook Including Conduct and Discipline and although we may not agree with all the regulations, we understand that the creative must adhere to them while he is at school, on the bus, at the bus stop, or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.

Your signatures below certify that you and your creative received information in regard to accessing the **Parent/Creative Handbook.** Please sign and return to the creative's home-room teacher within one (1) week after the creative receives it.

☐ **I would like to receive a hard copy of the Parent/Creative Handbook.**

_____
Creative Signature

_____
Parent/Guardian Signature

_____
Date

ARKANSAS MINIMUM GRADUATION REQUIREMENTS SMART CORE WAIVER FORM

For current Arkansas Graduation Requirements, please visit http://bit.ly/ARGradReq

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

Smart Core is Arkansas's college- and career-ready curriculum for high school creatives. College and career readiness in Arkansas mean that creatives 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, creatives 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 creatives 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 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English or Transitional English 12*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science)**

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one credit of the 4-credit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one credit of the 4-credit requirement*) *(All math credits must build on the base of algebra and geometry knowledge and skills.)*

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

Social Studies – 3 credits

- Civics* - **½** credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* – **½** credit

Oral Communications – ½ credit
Physical Education – ½ credit
Health and Safety – ½ credit
Economics and Personal Finance – ½ credit (may be counted toward Social Studies or Career Focus)
Fine Arts – ½ credit
Career Focus – 6 credits

Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires creatives to complete a course that includes specific personal finance standards in either grade 9, 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 credit 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 credits 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 creative 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 Signature	Date	School Official Signature	Date

ARKANSAS GRADUATION REQUIREMENTS SMART CORE INFORMATION

For current Arkansas Graduation Requirements, please visit http://bit.ly/ARGradReq

English – 4 credits

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English*

Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science)**

- Algebra I*
- Geometry*
- Algebra II*
- ADE approved fourth Math credit or Computer Science Flex – 1 credit

Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

Social Studies – 3 credits

- Civics* - **½** credit
- World History* - 1 credit
- American History* - 1 credit
- other social studies* - **½** credit

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

Personal Finance – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires creatives to complete a course that includes specific personal finance standards in either grade 9, 10, 11, or 12.

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

****Computer Science** – **(optional)** A flex credit 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 credits 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 creative shall be required to take at least one digital learning course for credit to graduate.

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

Arkansas Department of Education— May 9, 2019

WESTWIND SCHOOL FOR THE PERFORMING ARTS

PARENT/CREATIVE HANDBOOK

Including Conduct and Discipline

WESTWIND

SCHOOL FOR PERFORMING ARTS

Theresa Timmons

Superintendent

Westwind School for the Performing Arts
7318 Windsong Drive
North Little Rock, AR 72113
(501) 621-5300
www.thewestwindschool.org

For Your Information

Arkansas State Laws referenced in this Handbook are available for review on the WSPA website at www.thewestwindschool.org. Westwind School for the Performing Arts shall adhere to the policies set forth in the Handbook for Creative Conduct and Discipline, as revised after consultation with appropriate standing committees, to provide that creatives are disciplined in a fair and equitable manner.

Accreditation

WSPA is fully accredited by the Arkansas State Department of Education.

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Section I. General Information



A. School Visitors

The Board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with creatives at school is strongly discouraged unless approved by the principal and scheduled in advance.
This includes visits made by former creatives, friends, and/or relatives of teachers or creatives. Any visitation to the classroom shall be allowed only with the consent of the school principal, and all visitors must first register at the office. All visitors must be issued a visitor's pass.

Parents and other adults interested in the school are WELCOME. All visitors are required to register at the office upon entering the building for directions and assistance regarding the nature of the visit.

B. Contact with Creatives While at School

Parents who wish 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 creative, the custodial parent shall present documentation to the Registrar or his/her designee establishing the parent's custody of the creative. It shall custodial parent's responsibility to make any court ordered —no contact or other restrictions regarding the non-custodial parent known to the registrar 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 Registrar a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that 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 regular school days during School hours of operation.

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 Department of Arkansas State Police may interview creatives 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 creatives by non-school personnel shall be granted only with a court order directing such questioning, with consent of the parents of a creative (or the creative 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 creative misconduct or if access to a creative 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 creative's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on creative enrollment forms. The principal or the principal's designee shall not attempt to make such contact if documentation presented by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee

of the Department of Human Services. In instances other than those related to cases of suspected child abuse, principals must release a creative to either a police officer who presents a subpoena for the creative, 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 creative, the principal or designee shall give the creative's parent, legal guardian, or other person having lawful control by court order or person acting in loco parentis notice that the creative 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 creatives during the school day to carry out the investigation of an ethics complaint.

C. Search and Seizure

Creatives have the right to be protected from unreasonable search and seizure by either state, federal or, school officials.

School administrators have the responsibility to decide of the point at which the creative's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly and efficient school. Search and seizure by the administrator or his/her designee may occur when reasonable suspicion exists.

A creative's person and/or personal effects may be searched whenever a school authority has reasonable and individualized suspicion to believe that the creative is in possession of illegal or unauthorized materials. Parents must pick up confiscated possessions such as, but not limited to cell phones or other electronic communication devices by the end of each semester.

If a pat-down search of a creative's person is conducted, it shall be conducted in private by a school official of the same sex in the presence of an adult witness of the same sex.

Search and seizure by law enforcement officials will occur only when probable cause exists. School administrators have the responsibility to make creatives aware of search and seizure procedures involving school property or person.

If weapons or illegal substances are found during the process of search, School policy, local, state and federal laws will be followed

If a pat-down search of a creative's person is conducted, it will be performed by a school official or a certified employee of the same gender who has volunteered to conduct the search. If the proposed designee should refuse to participate, that refusal will not be reflected on the employee's record. The search will be conducted in private and in the presence of an adult witness of the same gender.

If the above measures do not yield the object, then the creative's parent/guardian will be contacted, and the creative will be detained until the parent/guardian comes to school. If the parent/guardian will not or cannot aid in locating the object that is present, the parent/guardian will be informed that police will be contacted for assistance. Arkansas Statute 5-73-122 and School Law of Arkansas 6-21-608 given ample justification for police assistance in that reasonable cause has been established that the creative is secreting an illegal object

on his person that is believed to be a weapon.

The media will not be present during searching activities, nor will pictures be taken of creatives who are being scanned.

D. Interrogation and Removal from School by Legal Authorities

Creatives have the right to be advised of their rights, to know why they are being questioned, to remain silent, to know that anything he/she says may be held against him/her in court, and for the interrogation to take place in the presence of an official school representative, and not to be removed from school unless he/she has been observed violating a law by a law enforcement officer or the official school representative is presented a warrant or other valid order for arrest.

The principal or designee shall give the parent, legal guardian or other person having lawful control of the creative under an order of court or person acting in loco parentis notice that the creative has been reported to, interviewed by, or taken into custody by law enforcement personnel.

If the principal or designee is unable to reach the parent, he shall make a reasonable, good-faith effort to get a message to the parent to call either the principal or designee and leave both a day and an after-hours telephone number. (Act 1217 of 2001)

S*chool administrators have the responsibility to initiate proceedings for removing creatives from the school by legal authorities when the creative becomes uncontrollable or disruptive.*

E. Creative Eligibility for Interscholastic Activities in Middle Schools

The AAA eligibility rules do not apply until the creatives reach the seventh (7th) grade; however, creatives who enter late or are retained by falling grades or a mutual decision between the school and the parents could become ineligible under the age rule in later years.

The AAA age rules are as follows: Rule 7. Age

1. Middle School. A middle school creative whose 16th birthday **is on or before September 1** may not participate in a middle school interscholastic event.

NOTE: In the year a creative in middle school becomes too old for middle school participation, he may be allowed to participate for the senior high, and the number of allowable senior high semesters shall begin.

F. Family Engagement

Goal 1: How will the school communicate with and distribute information to parents and families?

- Copies of the Parent and Family Engagement Plan will be placed in the school's office and on the school website.
- Westwind School for Performing Arts will host back to school orientation for creatives and families at the beginning of each school year. New creatives will be given school information and orientation during enrollment. Each family will receive an informational packet that includes school information, the school calendar, ways for families to be involved in the school community, and how families can communicate with the school. This information will be presented during the back-to-school parent meeting and on the school/District website.
- The school will use ESchool, Google Classroom, the school website, newsletters, social media, and email/text messages to provide specific school information to families. Homework assignments, grades, and pertinent classroom information will be available on Google Classroom and ESchool. Parents may use email and phone to communicate with members of the school staff. Teachers will

routinely contact parents individually to communicate about their creative's progress. Phone calls, emails, and conferences are used as forms of communication. Teachers will be available after school and during their planning period for scheduled parent meetings.

- All information will be available to parents in a language that they understand. Meetings hosted by the school will take place at a time that is most convenient for parents. Meetings will have a virtual option and will be recorded, when possible so they can be viewed at a later date.

Goal 2: How will the school provide opportunities to build families' capacity to play a role in their creatives' academic success?

- Families/community stakeholders will be given opportunities to become active in the schools through events and volunteer programs.
- Family meetings will be held monthly. The purpose of the meetings will be to communicate school activities to families as well as plan fundraisers and school and community events.
- Parenting resource materials will be available through the school website. These resources will include parent tips, services provided for families in need, and special events. The school will also host quarterly workshops to provide families with tools and skills to support their creative at home.
- The school hosts family/teacher conferences to explain report cards, test results, and standardized test scores. Families will be given a summary of the creatives test scores and an explanation of the intervention teachers are using to assist the creative in reaching achievement goals. Families will be able to discuss how they can support these efforts. Families will also be given suggestions for coordinating school/parent efforts and explanations of homework and grading procedures.
- The school will offer parents a special workshop each year explain of the statewide assessment system, standards, and other accountability measures.

Goal 3: How will the school build the school and staff's capacity for strong family engagement?

- The school will designate a parent and family engagement facilitator to build and maintain partnerships between the school and families. The facilitator will also work with families to ensure effective parent and family involvement activities are planned and implemented.
- WSPA will provide professional development for administrators, teachers, and staff, annually, to enhance understanding of effective family involvement strategies. This training will include strategies on the value and contributions of parents, how to communicate with and work with families as equal partners, and how to implement and coordinate effective parental engagement programs.
- WSPA will also provide training for teachers and staff related to communicating with families regarding creative information as well as working with families on community activities.
- WSPA will provide training for volunteers on an annual basis.

Goal 4: How will the District conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the family engagement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation?

- WSPA will involve parents and families meaningfully in the evaluation and update, at least annually, of the District Parent and Family and Engagement plan.

- A school engagement survey will be given annually to families to receive feedback regarding current levels of involvement in the school and input regarding areas in need of improvement.
- Family and Parent Engagement committees will meet each year to review District and school plans. Title I, Part A Program and goals, interventions, and actions will be reviewed and updated at this time. Agenda and sign-in sheets will be kept to document participation.

G. Non-Discrimination Policy

It is the policy of the Westwind Performing Arts School to provide equal opportunities without regard to age, race, creed, color, sex, religion, national origin, handicap, or veterans in its educational programs and activities, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to:

Theresa Timmons
Superintendent
Telephone Number: (501) 621-5300

Any creative or parent who feels aggrieved under the above policy may secure information concerning filing grievance procedures from the principal.

H. Creative ID Badges

All creatives are required to wear school-issued ID badges that are visible during school and on the bus.

I. Creative Dress and Grooming/School Uniforms

A creative will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state, or local law, or affects the welfare and safety of creatives and teachers. Furthermore, creatives are prohibited from obscene, lewd, or vulgar comments or designs and from wearing clothing directed toward or intended to threaten, intimidate or demean an individual or group of individuals as well as items advertising alcohol, tobacco or illegal drugs.

Creatives will wear school uniforms; navy or khaki bottoms with polo-style shirts (navy, burgundy, gray, or white) with the **Westwind school logo**. Uniform tops are to be purchased from identitees printing (www.identiteesprinting.com).

- Uniform
    - Tops: polo colors: Navy, Berry (Burgundy), Golden Yellow, White, Gray with school logo. Bottoms: Navy, Khaki, Plaid
      Westwind Hoodies/Pullovers only
- Fridays will be designated as a casual day.
- Creatives are allowed to wear socks of their choice.
- Girls are allowed to wear leggings underneath their skirt

The following are the guidelines for casual Friday dress:

1. No sagging (no exceptions).

2. Sleeveless tops are not permitted for male or female scholars.

3. Leggings, spandex, jeggings, tights, yoga pants, or any other similar tight-fitting bottoms MUST be covered with an appropriate shirt, dress, skirt, or shorts no shorter than ID length from the knee*

4. Shorts, dresses, or skirts worn with or without leggings must be no shorter than ID length from the knee*.

5. Pants, jeans, or shorts with tears or fraying ABOVE ID length from the knee* MUST have clothing underneath.

6. Revealing clothing (transparent, midriff, holes, backless, or low-cut blouses) is not permitted.

7. Sleepwear, pajamas, bonnets, and house shoes are not permitted.

8. Shoes are required to be worn at all times (no house shoes allowed).

9. Spike jewelry, chains, and hair picks are not permitted.

10. Head coverings and sunglasses must be taken off prior to entering the school. Medical exceptions require documentation for approval from a school administrator. * When appropriate length is in question, the ID badge (standard credit card) will be placed at the knee.

All creatives are required to wear school issued ID badges that are visible during school and on the bus. The School Dress Code will be enforced.

J. Evacuations

In order to be better prepared in an emergency, WSPA has diligently formed an evacuation plan to be used by the school. In addition to locating an alternate school to which we can transport your child, the District's Emergency Preparedness Committee has also developed some Districtwide rules that will be implemented in the event that your child must be relocated due to an emergency (i.e.; chemical spill, plane crash, train derailment, etc.)

1. Immediately upon notification of an evacuation, the administration and teachers will begin loading creatives onto buses and sending them to the receiving location. There will be at least one (1) teacher on each bus.
2. Once the sending location has been notified of the need for evacuation, **NO CREATIVE** will be released to his parent or guardian until the child has been checked in at the receiving school.
3. No creative will be allowed to be removed from a bus at any time.
4. Once at the receiving location, administrators, and teachers will begin checking creatives in and releasing creatives to parents/guardians as quickly as possible.
5. Your child will only be released to someone other than a parent or guardian if that person has a written consent containing the parent or guardian's signature
6. Once you arrive at the alternate location, there will be information on how to most effectively check out your child, including where to go, traffic instructions, and how to secure your child.

Please know that the safety of your child is our first concern; and that we will try to do everything possible to keep your child calm and safe during any emergency.

K. Responsibility for District Issued/Owned Instructional Materials

Creatives are responsible for instructional materials issued to them, such as Chromebooks, lab materials, text/library books, and other school-issued and owned materials. The cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed will be the responsibility of the parent/guardian.

Section II. Academics



A. Curriculum

Creatives have the right to a meaningful curriculum, to express their opinion in its development, and access to guides and course outlines. Creatives have the right to know what is expected of them in class, and to be informed of their progress. Both creatives and teachers have the right to be treated with dignity.

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

B. Evaluation

Creatives have the right to know what is expected of them in class in order to receive a specific grade; to be graded fairly; to receive both academic and citizenship grades; to be informed of unsatisfactory work; and, provided suggestions for improvement.

Creatives and parents have the right and responsibility to initiate conferences with teachers concerning creative classroom performance. Parents have the responsibility to respond promptly to teacher notification of unsatisfactory academic performance or unsatisfactory conduct on the part of the creative.

C. Grading System

Parents or guardians, persons having lawful control of a creative, or persons standing in loco parentis shall be kept informed concerning the progress of their creative. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a creative, or persons standing in loco parentis, or teachers. If the progress of a creative is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation, which may enhance the probability of the creative succeeding. The school shall also send timely progress reports and issue grades for each nine – (9) week grading period to keep parents/guardians informed of their creative's progress.

The Board directs that grades be used to measure and report academic progress for grades 6-8. Grades will be reported by computer print-out. Grades assigned to creatives for performance in a course shall reflect only the extent to which a creative has achieved the expressed academic objectives of the course. Grades that are aligned with other educational objectives such as the creative learning expectations contained in the curriculum frameworks may also be given as prescribed by Standard VII 12.02 of the "Rules Governing Standards for Accreditation of Arkansas Charter Schools". The Superintendent is directed to provide guidelines to be used by teachers in reporting grades. These guidelines will include values for regular course-work as well as for advanced placement courses.

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment;
2. The child's attendance at a dependency-neglect court proceeding; or
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for the school shall be as follows:
A =100 – 90
B = 89 – 80
C = 79 – 70
D = 69-60
F = 59 and below

To determine grade point averages, the numeric value of each letter grade shall be:
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The final grades of creatives who transfer in for part of a semester will be determined by blending the grades earned in the District with those earned outside the District. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the District times the transferred grade from outside the District plus the percentage of days in the grading period while in the District times the grade earned in the District.

For example: The grading period had forty (40) days. A creative transferred in with a grade of eighty- three percent (83%) earned in ten (10) days at the previous school. The creative had a grade of seventy-five percent (75%) in our District's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus, the final grade would be .25 (83) + .75 (73) = 75.5% (0.25 X 83) + (0.75 X 75) = 77%.

Middle School Teachers

1. To pass a course a creative must have the arithmetic mean using the following formula that results in a 60% or above in order to pass a semester/class. Quarter (9-weeks) Grade (1/2) + Quarter (9- weeks) Grade (1/2)/2 = Final/Semester Percentage EXAMPLE: 84 third nine weeks + 91 fourth nine weeks would result in: 84 + 91 equals 175 divided by 2 equals 88 for final grade. Semester grades are computed in the following manner: first nine weeks – 50% (1/2) second nine weeks – 50% (1/2).
2. In regular courses creative grade points are based on the numerical value of grades as follows:
   A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

D. Homework Policy

The term homework refers to an assignment to be completed outside of class or an assignment that requires further individual work in the study hall or the home. The Board recognizes homework as an important part of the educational process and directs that homework assignments meet, at a minimum, the following objectives: improvement of learning processes; aid in mastery of skills; and the creation and stimulation of interest on the part of the creatives.

The Board also recognizes that learning activities in the life of a creative are not restricted to the classroom or

homework assignments. Participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests are factors to be considered by teachers in planning assignments.

General Guidelines

1. Homework will be used as a learning activity increasing in complexity with the maturity of the creative. With increased maturity, learning should become a more independent activity. Meaningful assignments will be used to encourage creatives to investigate for themselves and to work independently as well as with others. As the creative advances through school, it is reasonable to expect that the amount of homework may be increased, but care should be exercised in terms of the amount given and the time required for each assignment.
2. Instructions for homework assignments will be clear and specific so that the creative may complete the work. All homework will involve some type of follow-up and evaluation; the work will be checked for errors and corrected to provide prompt feedback and reinforcement.

Limitations

1. Homework will not require use of materials or equipment not readily available in most homes, school libraries or public libraries and should require the use of those materials and equipment only after the creative has had instruction on their use.
2. Homework will not be used as a form of punishment under any circumstances.

E. Make-up Regulations

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

1. Creatives or parents/guardians 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 creative or the creative's parent/guardian.

3. Creatives or parent/guardians are required to ask for assignments on the creative's first day back at school after their return.

4. Make-up tests are to be rescheduled at the teacher's discretion, but must be aligned with the schedule of the missed work to be made up.

5. Creatives shall have at least one class day to make up their work for each class day they are absent at the discretion of the teacher.

6. Make-up work which is not turned in within the make-up schedule for that assignment shall be graded at the teacher's discretion.

   Creatives 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, at the teacher's discretion.

7. In the case of a creative with a disability under IDEA who has an IEP or a creative with a Section 504 Plan, unless an exception to the above rules is a stated accommodation, the creative will be subject to the same regulations regarding make-up work as his/her non-disabled peers.

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

F. Report Cards/Progress Reports

The Board believes that creative performance is a joint responsibility of the school and the home and that creatives are best served when there is open and frequent communication between the two.
Personal communication between the teacher and parent may be through grade reports, parent-teacher conferences, telephone conferences, home visits, notes of commendation, or suggestions for improvement. All teachers will be encouraged to use these and similar means of communication.

Interim reports will be sent to parents of all creatives during the fifth week of each term. For creatives who have low or failing grades and for those whose achievement is deteriorating to the point that there is a possibility of a failing semester, term, or final grade that was not reflected on the previous term's report, the principal will require that interim reports be returned to the teachers with parent signatures.

Family/Teacher Conferences will occur once each semester based on the School Calendar. School records will provide documentation of parent participation.

G. Promotion or Retention

In order to determine the promotion or retention of a creative, the retention school-based committee shall meet with the parents/guardians, teachers, principal, and other pertinent personnel. The committee 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.
Promotion or retention, as discussed by the committee, shall be primarily based on the following criteria:

- Academic achievement
- School attendance
- Achievement test scores
- Physical maturity and age
- Social and emotional maturity
- Teacher recommendation
- Light’s Retention Scale instrument
- Medical history
- Work samples
- Prior educational history

If the conference attendees fail to agree concerning the creative’s placement, the final decision to promote or retain shall rest with the building principal. Parents or guardians may appeal the promotion/retention by requesting a hearing with the building level principal. The building-level decision to promote/retain may be appealed to the Superintendent.

Each creative**,** 8th grade and above**,** shall have a creative success plan (SSP) developed by school personnel in collaboration with the creative's parents and the creative that is reviewed and updated annually. A creative's SSP shall use multiple academic measures to personalize learning in order for creatives to achieve their grade-level expectations and individual growth. The SSP will identify if the creative needs additional support or acceleration. Academic measures to be used in creating and updating a creative's SSP shall include, but are not limited to:

- Statewide creative assessment results;
- Subject grades;
- Creative work samples; and
- Local assessment scores.

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

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

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

- The creative's SSP will be updated to assist the creative 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:
By no later than the end of the school year for a creative in grade eight (8) who is enrolled in the school, enrolls in the school during the school year; or

A creative's individualized education program (IEP) may act in the place of the creative's SSP if the IEP addresses academic deficits and interventions for the creative'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.

H. Honor Roll

Creatives in grades 6-8 who maintain grades of all A's or all A's and B's for the grading period will be recognized as honor roll creatives for that grading period. Semester grades will determine the honor roll at the end of each semester.

I. Notice of Creatives' Records/Directory Information

Except when a court order regarding a creative has been presented to the District to the contrary, all creatives' education records are available for inspection and copying by the parent of his/her creative who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a creative's records transfers to the creative. A creative's parent or the creative, if over the age of 18, requesting to review the creative'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 creative seeks or intends to register, or is already registered so long as the disclosure is for purposes related to the creative's enrollment or transfer.

The District shall receive written consent before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental consent. 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 creative. 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
- 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 specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or creative serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For 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 consent, the District may disclose PII from the education records of creatives in foster care placement to the creative's caseworker or to the caseworker's representative without getting prior consent of the parent (or the creative if the creative is over eighteen (18)). For the District to release the creative's PII without getting consent:

- The creative must be in foster care;
- The individual to whom the PII will be released must have legal access to the creative'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 creative.

The District discloses 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 creative 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 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 creative or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a creative 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 creative or other individuals.

For purposes of this policy, the Westwind School for Performing Arts does not distinguish between a custodial and noncustodial parent or a non-parent such as a person acting in loco parentis or a foster parent with

respect to gaining access to a creative's records. Unless a court order restricting such access has been presented to the District to the contrary, 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 creative or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services 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 creative'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 creative's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the creative'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 creative of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible creative will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a creative (or creative, if above the age of eighteen [18]) objects, "directory information" about a creative may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those creatives, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a creative'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 creative 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 creative identification (ID) number, user ID, or other unique personal identifiers used by a creative for purposes of accessing or communicating in electronic systems and a creative ID number or other unique personal identifier that is displayed on a creative's 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 creative's name and photograph will only be displayed on the District or school's web page(s) after receiving the written consent from the creative's parent or creative if over the age of 18.

The form for objecting to making directory information available is located on the WSPA creative enrollment portal, Registration Gateway, and must be completed and signed by the parent or age-eligible creative 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 creative is enrolled for school. Failure to file an objection by that time is considered a specific grant of consent. The District is required to continue to honor any signed opt-out form for any creative no longer in attendance at the District.

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

Parents and creatives over the age of 18 who believe the District has failed to comply with the requirements for the lawful release of creative records may file a complaint with the U.S. Department of Education (DOE) at:

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

J. Academic Dishonesty

A creative will not cheat on assignments or tests, nor will a creative aid other creatives in cheating on tests. Creatives caught cheating on tests will receive a zero. Plagiarism is considered academic dishonesty. Any creative committing plagiarism will receive a zero.

K. Responsibility for District Issued/Owned Instructional Materials

Creatives are responsible for instructional materials issued to them, such as Chromebooks, iPads, lab materials, text/library books, athletic equipment, and other school-issued and owned materials. The cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed will be the responsibility of the parent/guardian.

Section III. Attendance



A. Compulsory Attendance Ages

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled, and the conditions of the policy have been met.
3. The child has received a high school diploma or equivalent as determined by the State Board of Education.
4. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
5. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Creatives who move into the District from an accredited school shall be assigned to the same grade as they attended in their previous school (mid-year transfers) or as they would have been assigned in their previous school. WSPA shall evaluate private school creatives to determine their appropriate grade placement.

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

Prior to the child's admission to WSPA:

1. The parent, legal guardian, person having lawful control of the creative, or person standing in loco parentis shall furnish the child's social security number, or if they request, the school will assign the child a nine (9) digit number.

2. The parent, legal guardian, person having lawful control of the creative, 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 or legal guardian, person having lawful control of the creative, 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 creative, 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 expelled from any other school District shall receive a hearing before the Board when the creative is seeking enrollment in WSPA. The Board reserves the right not allow the enrollment of such creatives 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.

5. In order to verify permanent address, parents, or legal guardians must provide the following: gas, water, or electric bill showing an address in parent/guardian name. If this document is provided, no other document is needed. If this document is **not** provided, then two or more documents from the list below are required:

    - Deed to home
    - Rent receipt for latest month
    - Property tax bill
    - Escrow papers
    - Lease Agreement (Landlord/Management office may be contacted to verify agreement)
    - Deposit receipt for gas, electric, cable, or AFDC correspondence (i.e. food stamps)
    - Copy of driver's license showing current address

Uniformed Services Member's Children

For the purposes of this policy: "Activated reserve components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of the National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

"Deployment" means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

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

"Eligible child" means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

"Uniformed services" means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

"Veteran" means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The Superintendent shall designate an individual as the District's military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child's parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the, Superintendent, designates as the District's military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child, as defined in this policy, shall:

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

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending District.

Classroom Assignment of Multiple Birth Siblings

"Multiple birth sibling" means a twin, triplet, quadruplet, or other sibling resulting from a multiple birth; and "Parent" means the parent, legal guardian, or other person having custody or charge of a creative enrolled in a public school. (Legal Reference A.C.A. 6-18-106)

The school may direct a classroom placement for the multiple-birth siblings that differs from the parent's request if thirty (30) instructional days have lapsed since the date the multiple birth siblings began the classroom placement made at the parent's request and after consulting with the teacher of each classroom

in which the multiple birth siblings are placed, the school determines that the classroom placement requested by the parent is:

(A) Detrimental to the educational achievement of one (1) or more of the multiple birth siblings;

(B) Disruptive to the classroom learning environment where the multiple birth sibling is assigned; or

(C) Disruptive to the school's educational or disciplinary environment.

B. School Admissions

All persons seeking admission to WPSA must satisfactorily meet eligibility prerequisites.

Any creative transferring from a school accredited by the Department of Education to a school in this District shall be placed into the same grade the creative would have been in had the creative remained at the former school. Any grades, course credits, and/or promotions received by a creative 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.

Creatives who request admission at a time when they are suspended from another school District will not be admitted until the period of suspension expires.
This policy will also apply if a creative has been recommended for expulsion but has been allowed to withdraw from school prior to final action on the recommendation. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another District to enroll as a creative until the time of the person's expulsion has expired.

Transcripts of creatives transferring into the District will be assessed and evaluated by the counselor. Course credits will be accepted as determined by the counselor. Grades will be accepted on the same grading scale utilized by the sending school.

Any creative transferring from home school or a school that the Arkansas Department of Education does not accredit to WSPA shall be evaluated by the WSPA counselor to determine the creative's appropriate grade placement. In the event that a creative has no grades or transcript, the receiving school shall evaluate for proper placement.

WSPA will comply with the laws of Arkansas and regulations of the State Board of Education in its admission practices.

C. Excused and Unexcused Absences

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

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

1. The creative's illness or when attendance could jeopardize the health of other creatives. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the creative's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school creatives;
9. Absences are granted to allow a creative 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 for creatives excluded from school by the Arkansas Department of Health during a disease outbreak because the creative has an immunization waiver or whose immunizations are not up to date.

Creatives who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall be considered present for school for the day the creative is serving as a page.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent, legal guardian, person having lawful control of the creative, or person standing in loco parentis, presented in the timeline required by this policy, shall be considered unexcused absences. Creatives with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the creative may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a creative.

When a creative has five (5) unexcused absences, his/her parents, legal guardians, persons with lawful control of the creative, or persons standing in loco parentis shall be notified. The 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 creative has ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority, and the parent, legal guardian, person having lawful control of the creative, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

The Arkansas General Assembly intention that creatives having excessive absences be assisted in obtaining credit for their courses. Therefore, at any time prior to when a creative exceeds the number of unexcused absences permitted by this policy, the creative, or his/her parent, legal guardian, person with lawful control of the creative, or person standing in loco parentis may petition the school or District's administration for special arrangements to address the creative'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 creative, the creative's parent; legal guardian; person having lawful control of the creative; or person standing in loco parentis, and the school or District administrator or designee.

Creatives who attend in-school suspension shall not be counted absent for those days. Days missed due to out-

of-school suspension or expulsion shall not be counted toward the ten (10) unexcused absences allowable per semester.

Procedures for Reporting Creative Absences/Dropping for Non-attendance:

1. Automated call outs performed daily for absences after every class period (Connect 5) within the first 30 minutes of the 1st class where the creative is reported absent.

2. Run a weekly Cognos Minimum Absence Report (creatives with 5 or more absences)

3. At five unexcused absences in any class period, parent notification by letter mailed with attendance record attached, signed by principal

4. Weekly list of creatives who were not contacted through daily call out provided to the registrar

5. After 10 (ten) full days (5/7 class periods) of unexcused absences, a letter to the parent with a referral form attached (sent by certified mail) and emailed to prosecuting attorney.

6. Call the DHS hotline to report excessive absences at 1-800-482-5964.

7. After the 10th consecutive day of absence, creative is dropped for non-attendance; copied to registrar and counselor, email teachers.

D. Tardy Policy

A tardy is any time a creative arrives after school begins and departs before the school day ends.

Section IV. Creative Services



A. Health Services

Creatives enrolled in Grades 6–8 must comply with the immunization requirements established by the Arkansas Department of Health as a condition of school attendance unless they have an approved medical, religious, or philosophical exemption in accordance with Arkansas law.

Creatives in Grades 6–8 must provide documentation of the following immunizations:

Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT/Td/Tdap): Four (4) doses, including one dose administered on or after the fourth birthday, and one (1) dose of Tdap for all creatives 11 years of age or older as of September 1 of each school year. Creatives seven (7) years of age or older who were not previously vaccinated must complete the recommended catch-up schedule.

Polio (IPV/OPV): Three (3) or four (4) doses, with one dose administered on or after the fourth birthday, as required by the Arkansas Department of Health immunization schedule.

Measles, Mumps, and Rubella (MMR): Two (2) doses.

Hepatitis B: Two (2) or three (3) doses, depending on the vaccine schedule received.

Varicella (Chickenpox): Two (2) doses or documented immunity through a medical history of disease by a licensed physician (MD or DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA). Parent or self-reported history of disease is not accepted.

Meningococcal Conjugate Vaccine (MCV4): One (1) dose is required for all creatives entering seventh (7th) grade.

Creatives who received two (2) doses of measles vaccine, one (1) dose of mumps vaccine, and one (1) dose of rubella vaccine prior to January 1, 2010, are considered compliant with the MMR requirement and are not required to receive two combined MMR vaccines.

Immunization requirements are subject to change by the Arkansas Department of Health. Creatives who fail to meet the state's immunization requirements or who do not have an approved exemption may be excluded from school until all requirements have been satisfied.

Every child must have received all of the vaccines, be in-process of receiving needed doses listed in Table II, show proof that they have a letter from the Arkansas Department of Health approving serology as proof of immunity, or applied for an exemption for those vaccines he/she has not received to continue attendance in a public or private school. If the child does not meet the immunization requirements for entering a public or private school, refer the child to a medical authority (private doctor or health department) for immunization or consultation.

Vaccine ▶ ---------- Grade ▼	Diphtheria, Tetanus, Pertussis (DTP/DT/Td/ DTaP/ Tdap)	Polio (OPV – Oral or IPV Inactivated)	MMR***** (Measles, Mumps, and Rubella)	Hep B	Meningococcal (MCV4)	Varicella	Hepatitis A
Kindergarten	4 doses (with 1 dose on or after 4th birthday)	4 doses (with 1 dose on or after 4th birthday with a minimum interval of 6 months between the 3rd and 4th dose)	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)	3 doses	None	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) ******A medical professional history of disease may be accepted in lieu of receiving vaccine.	1 dose on or after 1st birthday

Vaccine ▶ ---------- Grade ▼	Diphtheria, Tetanus, Pertussis (DTP/DT/Td/DTaP / Tdap)	Polio (OPV–Oral or IPV – Inactivated)	MMR (Measles, Mumps, and Rubella)	Hep B	Meningococcal (MCV4)	Varicella	Hepatitis A
Grades 1 – 12	4 doses (with 1 dose on or after 4th birthday) **AND** 1 dose of Tdap for ages 10 years (as of September 1 each year) and older **OR** 3 doses******* for unvaccinated persons 7 of age or (including persons cannot document vaccination)	4 doses (with 1 dose on or after 4th birthday with a minimum interval of 6 months between the 3 and 4th dose)	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)	2** or 3*** doses (11-15-year olds could be on a 2-dose schedule)	Second dose at age 16 years (as of September 1st each year) **OR** If first dose is administered at age 16 years or older, no second dose required. **OR** 1 dose if not vaccinated prior to age 16 years	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) **OR** ******A medical professional history of disease may be accepted in lieu of receiving vaccine.	**Grade 1 only:** 2 doses with one dose on or after 1st birthday and at least 6 months from the first dose.

Vaccine ▶ ---------- Grade ▼	Diphtheria, Tetanus, Pertussis (DTP/DT/Td/ DTAP/ Tdap)	Polio (OPV – Oral or IPV – Inactivated)	MMR***** (Measles, Mumps, and Rubella)	Hep B	Meningococcal (MCV4)	Varicella	Hepatitis A
Grade 7	4 doses (with 1 dose on or after 4th birthday) **AND** 1 dose of Tdap **** **OR** 3 doses for unvaccinated persons 7 years of age or older (including persons who cannot document prior vaccination)	4 doses (with 1 dose on or after 4th birthday with a minimum interval of 6 months between the 3rd and 4th dose)	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)	2** or 3*** doses (11-15-year-olds could be on a 2- dose schedule)	1 dose	2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) **OR** ******A medical professional history of disease may be accepted in lieu of receiving vaccine.	None

*Doses of vaccine required for school entry may be less than the number of doses required for age- appropriate immunization.

**An alternative two-dose hepatitis B schedule for 11-15-year-old children may be substituted for the three- dose schedule. Only an FDA-approved alternative regimen vaccine for the two-dose series may be used to meet this requirement. If you are unsure if a particular child's two-dose schedule is acceptable, please contact the Immunization Section for assistance at 501-661-2169.

*** 3rd dose of hepatitis B should be given at least 8 weeks after the 2nd dose, at least 16 weeks after the 1st dose, and it should not be administered before the child is 24 weeks (168 days) of age. (All 3rd doses of hepatitis B vaccine given earlier than 6 months of age before 6/21/96 are valid doses and should be counted as valid until 6/21/2014.)

**** Tdap vaccine can be administered regardless of the interval since the last tetanus and diphtheria toxoid-containing vaccine.

***** Exception: If a creative has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

******A medical professional is a medical doctor (MD), advanced practice nurse (APN), doctor of osteopathy (DO), or physician assistant (PA). No self or parental history of disease will be accepted.

******* For unvaccinated persons 7 years of age and older (including persons who cannot document prior vaccination), the primary series is 3 doses. The first two doses should be separated by at least 4 weeks, and the third dose at least 6 months after the second. One of these doses (preferably the first) should be administered as Tdap and the remaining two doses administered as Td.

Vaccine doses administered up to 4 days before the minimum interval or minimum age can be counted as valid for doses already administered. Exception: The minimum interval between doses of live vaccines (such as MMR and Varicella) must be 28 days.

If the child does not meet the immunization requirements for entering school, the school shall refer the child to a medical authority (private doctor or health department) for immunization or consultation for when the immunization is due.

Administering Medicine to Creatives

The policy is that no drug or medicinal preparation, except for medicines or medications used in first aid, will be administered to creatives on any school premises by school personnel unless the creative requires the medication to attend school. To ensure a safe method in dispensing medications to creatives, a current and valid doctor's prescription with instructions as well as a written request from the creative's parent/guardian must be provided to school personnel.

Guidelines

1. Only medications prescribed by a physician will be given at school**.**

2. All medication (both prescription and over-the-counter medicine) must be in a container (bottle) with a prescription label noting the name of the creative, medication name, dosage, and clear directions for administration.
3. School personnel are not trained to determine when non-scheduled medications are needed, as this is a form of prescribing. However, there are times when PRN (as needed) medication may be required. A physician statement must be provided giving specific instructions regarding how much, when, and how often the medication is to be given.
4. The consent form (MARF) must be signed by the parent or guardian before any medication will be given at school. **Handwritten notes are not acceptable.**
5. No medication to be given three (3) times daily or less will be administered at school unless a physician's statement specifically directs the medication to be given at a certain time.
6. Building-level personnel and school nurses will administer medicine to creatives according to Board Policy Code.
7. A locked and limited access area for storage of medications will be provided.
8. Parents/guardians shall be responsible for transporting medication to and from school for creatives in grades K-12 unless other arrangements are made with the school nurse or principal. It is recommended that parents/guardians bring a month's supply to school and note when more medicine is needed to prevent missed doses due to depleted supply. The quantity of medication will be counted and recorded when medication is brought to the school.
9. At the end of the school year, any unused medication must be picked up by parent/ guardian on or before the last day. All medication not picked up will be destroyed in the presence of a witness unless prior arrangements have been made.
10. The school nurse or designee must administer all medications. However, to comply with Act 1694 of 2005, an exception will be made for creatives to carry/self-administer asthma inhalers or emergency medications required for documented health conditions with a physician order and school nurse approval. An emergency health care plan and the consent (MARF) must be on file. For the creative's protection, the nurse or designee will not give a dosage of medication in excess of the recommended dosage on the label unless a physician's order is received.
11. The initial dose of a new medication must be given by the parent/guardian outside of the school setting.
12. No sharing of any medication is permitted.
13. Narcotic pain medication will not be administered in the school setting. Creatives requiring this type of medication should stay at home.

Communicable Diseases and Parasites

The Board recognizes that all children have a right to a free and equitable education.
However, the Board reserves the right to remove or exclude any creatives or staff whose physical condition exposes others during the period of communicability as established by the Arkansas Department of Health (Rules and Regulations Pertaining to Communicable Disease, Ark. Code Ann. §§ 20-7-101 et. seq.)

Communicable disease control procedures regarding removal from school and readmission will be maintained in cooperation with the Arkansas Department of Health guidelines. The Rules and Regulations Pertaining to Communicable Disease, prepared by the Arkansas Department of Health and approved by the

Arkansas Department of Education will be posted in all school health rooms.

For diseases not referred to in the Rules and Regulations and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for readmission to school. Protocol for communicable diseases will be prepared and disseminated throughout the District by the Facilitator of Health Services.
If a creative or staff member has presented evidence of a serious infectious disease (such as but not limited to Hepatitis B or C, or Acquired Immune Deficiency Syndrome [AIDS]), the Superintendent will establish an advisory committee to review the medical information and make appropriate recommendations. Department of Health guidelines will be followed as occurs with all communicable diseases.

Head Lice
Head lice are a fairly common problem in school-age children. They are most prevalent in the preschool and elementary populations. While head lice are a nuisance, they do not pose a significant health hazard and are not known to spread disease. They can be acquired anywhere in the community and may not be identified until weeks or months after exposure. Having head lice is not related to the cleanliness of the person or their environment.

If a child is assessed as having head lice, confidentiality must be maintained so the child is not embarrassed. The child's parent or guardian should be notified that day and educated on the prompt, proper treatment of head lice.

When a creative has suspected head lice:
1. The School Nurse or trained staff member will assess the creative with suspected head lice as needed to determine the action steps required.
2. If live adult lice are found, the creative's parent or guardian will be notified with instructions on how to ensure that treatment guidelines are followed.
3. Creatives may be picked up from school by the parent or guardian upon identification of the head lice.
4. A head lice letter and treatment timeline will be sent home with the creative.
5. Creatives will not be excluded from school for the identification of nits only and will be allowed to remain in class.
6. A follow-up assessment of the creative will be completed by the School Nurse or trained staff member within 7-10 days.
7. The parent must provide proof of treatment to the School Nurse or building administrator.
8. The creative will be assessed by the School Nurse or trained staff member after a head lice treatment has been administered at home by the parent or guardian.
9. The parent/guardian is instructed to ensure that all treatment guidelines have been followed so that re-infestation does not occur.
10. Screening of creatives who have close contact with the creative at school will be assessed at the discretion of the School Nurse.
11. Only creatives who have active head lice will be sent notification from the school nurse or building administrator.
12. The American Academy of Pediatric Physicians does not recommend that routine screenings of the entire school population be completed, nor any school-wide notification occur when a creative has head lice. Therefore,

building-wide screenings or notifications are not recommended.

13. If a creative has a frequent infestation of active adult head lice, the School Nurse or trained staff member will assess each creative in the appropriate classroom(s) as deemed necessary by the School Nurse.

The best method of controlling an outbreak of head lice is by the parent/guardian doing regular checks of the child's hair and scalp at home.

RIGHT TO PRIVACY

The District/School shall respect the creative's/employee's right to privacy and need for confidentiality. Therefore, the knowledge that a creative/employee has an infectious/ communicable disease will be confined to those with a direct -need to know. Federal law mandates this right be protected. (Adopted 12/12/78)

B. Creative Nutrition

Westwind School for Performing Arts participates in the National School Breakfast and Lunch Programs sponsored by the United States Department of Agriculture and is held to a high standard of accountability, good nutrition, and safety. Eating breakfast and lunch enables creatives to be better prepared to learn in the classroom.

Breakfasts and lunches are provided in all WSPA school cafeterias. Creatives are encouraged to participate in these nutritionally balanced programs; however, creatives may choose to bring meals from home.

Plan ahead for your creative; be sure to have a plan for feeding your creative(s) each day of the year and make sure everyone in your family knows the plan for what to do about meals. There are 5 ways to provide for your creative(s):

1. Your creative(s) may bring a meal each day. Plan a nutritious meal that's well-balanced with fruits, vegetables, a source of protein, bread and milk or juice.
2. Your creative(s) may want to buy their meals in the school cafeteria.
3. You may pay for meals online with MyPaymentsPlus
4. The Westwind School for Performing Arts operates a meal assistance program, which complies with federal guidelines. Meal assistance in the form of free or reduced-price meals is available with both the breakfast and lunch programs. If you have a need for assistance:

    a. Pick up a Free & Reduced Priced Meal application from your school office at registration or pick up a Free & Reduced Priced Meal application from the front office or school website anytime during the school year.

Once the application is received, a determination will be made within ten (10) days to see if your creative(s) qualifies for Free or Reduced Priced Meals. Qualification is based on household income and family size. A complete application will include income information by source, social security number, and the signature of an adult household member. (Please keep a copy of the application for your reference).

Until you receive a written notification letter from the Creative Nutrition Department that your creative is eligible for free or reduced-priced meals, full payment must be made for each meal received. Notification from any other source, or any means other than written, is not valid.

5. If your creative(s) were eligible for the Free or Reduced Priced Meals the previous school year, you have thirty (30) days after the first day of school to fill out a new application and for it to be approved. Otherwise, the creative(s) will be classified as a —Full Pay creative. After the lapse of thirty (30) days, full payment will be required if the new application has not been received and approved by the Creative Nutrition Department. If your creative is transferring from another District and received free or reduced benefits, you may provide your notification letter to your school Creative Nutrition manager. If you provide this information, a free and reduced application is not necessary.

CHARGE POLICY & COLLECTIONS PROCEDURE

We must limit charging for meals to no more than five (5) charges to your creative's account. This is a courtesy extended to the creative and should not occur regularly. Money owed to the District from meal charging will be carried over to the following year.

1. All creatives will be given a 5-charge limit, but in no way does this relieve the parent or guardian's responsibility to pay money owed to the school District for meals charged by their creatives.

2. Following the creative's first charge, the cashier will contact the parent that the creative's account is at zero or below.

3. Following the creative's second charge, a letter will be sent home by the Cafeteria Manager via mail notifying the parent or guardian of the charges along with instructions to refer to the charge policy in the creative handbook.

4. Following the creative's third charge, the principal will be notified and ask for collection assistance, and the parent will be contacted again. This process will occur each day thereafter until the money is collected for that creative by his/her parent. Outstanding charges will continue to be collected.

Guidance

1. I.D. numbers and I.D. Cards are not to be shared. Once a number or card has been used by someone other than your creative and your creative tries to eat using his/her card, a second meal will ask for payment.
2. Regardless of Free or Reduced meal status, **second** meals will be charged at full price.

3. Charge notices will be sent to the parent/guardian weekly for every creative that owes charges for

meals. After one charge notice has been sent, with no response, the parent is contacted on the second week by phone. If the parent does not have a phone, a notice will be mailed or emailed.

4. Arkansas Department of Education (ADE) Rule 8.02.4 defines School Events – Creatives may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed. Parties must be school-wide and every class would need to participate in these on the same day and all such days are required to be placed into ESchool prior to the school year beginning. **Birthday parties for individual creatives are prohibited.**

FOOD ALLERGY POLICY

If your child has a food allergy to any item on the menu, a doctor's statement is required to be filed with the cafeteria manager and the school nurse, stating the creative's allergies to all such foods and the alternate food to be served.

MEAL PRICES

Adult or non-creative Lunch $5.00

The differences between the adult and creative prices are based on the USDA regulations. Creatives are subsidized for the meals and adults are not.

Every student is eligible for one free breakfast meal daily during the 2026-2027 school year.

• Breakfast price – Full Pay- $0.00, Reduced-$0.00 Free, Milk - $0.40
• Lunch price– Full Pay starting at $4.00, Reduced $0.40 Milk - $0.40
• Payment is due upon the time of purchase and can be paid on line through Mypayments plus at mypaymentsplus.com.

In the case of late school openings because of inclement weather, breakfast will not be served. In the case of late buses, breakfast will be served to those creatives.

We will be glad to answer any questions concerning your creative's meal account by calling Westwind School for Performing Arts.

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202)
690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

C. Insurance

A group accident insurance policy is available to all members of the creative body at a nominal cost when school activities begin each fall. Athletic participation fee does not include school insurance. Westwind School for Performing Arts is not liable for injuries received by creatives on our campuses.

Section V. Other Policies



A. Due Process/Grievances

Creatives have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations and to be informed of appeal procedures.

Creatives are responsible for knowing and obeying school rules, expressing grievances politely and hospitably, and giving parents correct information concerning misconduct. Administrators and teachers have the responsibility to follow established procedures in disciplinary actions against creatives. Administrators are responsible for notifying and conferring with parents and creatives in cases involving suspension and expulsion recommendations. Parents have the responsibility to call administrators for a conference when needed, and to arrange with proper school authorities for desired creative hearings.

B. Parent/Creative Process for Complaints/Appeals

If a creative and/or the parent of the creative involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the following procedure should be used by the person filing the complaint. All complaints must be submitted in writing.

1. The complaint must be directed to the person who initially took the action upon which the complaint is based. The person shall reconsider his action and give his decision to the complainant.
2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate superior of the person who took the original action. If the complaint is directed to a teacher, the immediate superior would be the building principal/superintendent.
3. The Board of Directors delegates to the Superintendent the authority to review the complaint and issue a decision regarding the complaint. In regard to suspension and due process, the decision of the Superintendent of Schools will be final.

C. Procedures for School Investigations

An investigation will be promptly initiated when a complaint or a misconduct report is received. Complaints/reports will be processed based on the severity of the information and mandated due process. Due process for Section 504 and IDEA must be followed.

WSPA administration recognizes that every situation is different. However, when a complaint is made, or a report is submitted, the following process shall be used as a general guideline for conducting an investigation:

1. Provide the complaining party with the appropriate form (complaint form or teacher referral documentation).
2. Initiate investigation in a timely manner.
3. Immediately notify the Principal to relay information or for guidance when applicable.
4. Immediately notify school officials in your building who should be involved in the investigation (nurse, food services manager/director).
5. Immediately contact parents/guardians, when applicable and as required by board policy and District procedure, to inform them that an investigation is pending.
6. Check surveillance cameras for footage of the incident that is the subject of the complaint. Make

arrangements to provide the Principal with a copy of the surveillance footage.

7. Take written statements from all parties involved (e.g. creatives, staff, parents, etc.). This includes witnesses on both sides of the allegation. Evidence should reflect a distinction between what was seen or what was heard. When possible, witnesses should write their own statements (witness statement form).
8. If applicable, notify outside agencies who should be involved in the investigation (police, DHS – 800-482-5964). All staff members are mandated reporters.
9. Upon completing the investigation, the findings will be documented, and the persons involved will be notified in writing, when applicable.

Reminders:

1. Copies of written statements may be shared upon request only if the name of the creative has been removed.
2. Confidentiality must be a priority. Consequences administered to creatives cannot be shared with other parties.
3. All requests to view on-campus surveillance footage should be forwarded to the Superintendent. Surveillance footage may be viewed at the discretion of the Superintendent.
4. All requests to view bus surveillance footage should be forwarded to the Superintendent. Surveillance footage may be viewed at the discretion of the Superintendent.
5. All Human Resources policies and procedures must be considered.
6. You are always required to investigate parent/guardian concerns. Any reports made to police or another outside agency do not negate our responsibility to investigate.

D. Creative Procedure for Filing Sexual Harassment Complaints

The Westwind School for Performing Arts is committed to providing an academic environment that treats all creatives with respect and dignity. Creative 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 creatives, 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 grievance procedures for complaints of sexual harassment; that the District does not tolerate sexual harassment; that creatives can report inappropriate behavior of a sexual nature without fear of adverse consequences; the redress that is available to the victim of sexual harassment; and the potential discipline for perpetrating sexual harassment.

The District's policy is that none of its creatives will be subjected to sexual harassment by any school employee, including teachers and administrators, any volunteer, visitor, or other creatives.
Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.

Any creative who has a complaint of sexual harassment at school by anyone should bring the problem to the attention of a school employee. If the complaint involves the principal, the complaint may be made to the Superintendent. The complaint will be investigated and the complainant will be advised of what action, if

any has been taken to resolve the complaint.

If the creative is not satisfied with the principal's resolution of the complaint, he may appeal to the Superintendent. The appeal must be made in writing within ten (10) days from the decision of the principal.

E. Expression

Creatives have the right to express opinions and to support causes without interference from school authorities except when such actions are unlawful or disruptive to learning.

1. Oral Expression
   Creatives have the right to free and dynamic expression of ideas including, personal opinion. Creatives have the right to opportunities for expressing themselves orally within the classroom and through other established settings within the school.

Creatives have the responsibility to refrain from engaging in offensive obscenity and slander, to avoid speaking in such a way that disrupts the educational process, and the responsibility to avoid speaking solely for the purpose of infringing upon the rights of others. Creatives, teachers, and other school staff have the responsibility to communicate in a courteous, non-hostile manner.

2. Written Expression
   Creatives have the right to distribute or post-printed material (pamphlets, posters, leaflets, newspapers, brochures, circulars, and petitions) subject to individual building procedures and accordance with Board of Education policies.

Principals are responsible for seeing that Board of Education policies are adhered to and developing and making available the building procedures for preparation and distribution of written materials.

3. Symbolic Expression
   Creatives have the right to symbolic expression (the wearing of insignia, hair style, clothing, physical gestures) which does not (a) cause disruption of the education process, (b) infringe upon the rights of other creatives and faculty, (c) prevent the Board of Education from performing its statutory obligations, or (d) cause accidents or endanger the health or physical well-being of creatives or faculty.

The primary responsibility for dress, grooming, and overall appearance of creatives rests with the parents of individual creatives and the creatives themselves. Creatives have the responsibility to ensure that (a) buttons, badges, clothing, and other symbols do not contain obscene or libelous words, phrases, or pictures, or depict alcohol, drugs, and/or tobacco products; (b) that hairstyles do not interfere with the health and safety of all creatives; (c) that clothing does not result in overt exhibitionism or disregard of common rules of cleanliness and health and safety standards, (d) that no flag or banner is publicly displayed except those approved by the Board of Education; and (e) that physical gestures do not convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process.
School staff have the responsibility to ensure adherence to the above standards.

F. Assembly

Creatives have the right to arrange and participate in curriculum-related activities in or on school property in accordance with the building-level policies of the principal.

Creatives have the right to arrange and participate in non-curricular activities in or on school property during non-instructional time (time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends) in accordance with the Board's limited open forum policy (the practice of providing equal access and a fair opportunity to obtain space to any creatives wishing to conduct a meeting or meetings without regard to religious, political, philosophical, or other content of the speech at such meetings).

Creatives are responsible for consulting with and following building-level policies as set by the Board and described by the principal when planning any creative activity to be held on school property before, during, or after the school day. Principals have the responsibility for following Board regulations in accepting and acting on creative applications or requests for curriculum or non-curriculum related meetings.
Should attendance at a planned assembly not be required and creatives choose not to participate. They have the responsibility to report to an assigned area. Creatives attending a planned assembly have the responsibility to provide courteous attention. Building principals are responsible for having a written plan and dispersal statement for dealing with non-peaceful assemblies of creatives. The principal is responsible for familiarizing the entire school staff and creative body with the plan.

G. Patriotic and Religious Exercises

Creatives have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems, and religious observances.

Creatives have the responsibility to respect the choice of those who choose to participate or abstain from such exercises. Parents and creatives have the responsibility to express to principals, for appropriate action, their religious or ethical objections to participating in selected features or class activities.

Section VI: Creative Conduct



A. Discipline Management Plan (DMP)

The Discipline Management Plan (DMP) is a specific initiative to address the District's goal of eliminating disparities in school discipline by providing discipline management options that do not involve a disruption of education services. Creatives shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers or any authorized school District employee. After the teacher has followed the DMP, and the creative still does not comply with any school personnel, then a referral will be issued.

B. Response to Intervention (RTI)

Response to Intervention (RTI) is a multi-level preventive system designed to improve learning or behavioral outcomes for ALL creatives.
RTI is designed to accomplish three important goals:

1. Ensure all creatives receive research-based instruction;
2. Provide progress monitoring tools that will be utilized in making data-based decisions in terms of interventions and enrichment; and
3. Provide a more practical method of identifying creatives with specific learning needs.

As educators, we endeavor to ensure that these goals are met daily through the collaboration of all stakeholders. Westwind School for Performing Arts is committed to creating a tiered process for all creatives with academic and behavioral needs. The idea of RTI is to catch learners when they begin to struggle. This process, based on scientific research, will be a safety net for all at-risk learners; thereby assuring that all creatives achieve their maximum potential through collaborative, supportive and continuous efforts of all stakeholders.
For additional information about RTI, or for answers to any questions you might have about the process, please contact the school principal.

C. Positive Behavioral Intervention and Support

Positive Behavioral Intervention & Support (PBIS) is a proactive and positive approach to behavior, an integrated system which enhances academic and social behavior outcomes for ALL creatives.
PBIS is a multi-tiered preventive framework in which ALL creatives are taught the school-wide behavioral expectations and receive behavior supports based on creative needs, and a school-wide initiative in which the school has developed 3 to 5 behavioral expectations and is implemented across settings such as the bus, cafeteria, common area, restroom, hallway, classroom, etc.

D. Restorative Practice

Restorative Practice is a strategy used to improve school culture and climate and reduce discipline disparities. These practices focus on building relationships and creating community among stakeholders while minimizing punitive disciplinary measures.

E. STANDARDS OF CONDUCT

All creatives are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among creatives placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct creatives and maintain order. **Any creative who gives false information or wrongfully accuses another creative or staff member may be subject to disciplinary action**. The standards of conduct are broken down into four major categories, Levels l, II, III, and IV.

The Westwind School District prohibits the use of corporal punishment by any employee of the District against any creative.

Consistent application of these standards of conduct by teachers, staff, and administrators should result in fairness for all creatives (offenders and victims alike) and help the school achieve its ultimate goal — educating the creatives.

The following activities are considered major infractions of proper conduct. They will subject the creative to disciplinary action including, but not limited to, suspension or expulsion from school and notification of law enforcement officials. **The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school-supervised activity, function, or event, or on school district transportation.**

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in alphabetical order after each occurrence. **However, the administration may exercise more extreme action in severe situations or situations where a creative has been involved in other rule infractions.**

LEVELS OF INFRACTIONS

Disciplinary penalties may range from a minimum of a reprimand to a maximum of an expulsion. Infractions are categorized into the following four levels of offenses:

Leve l	Category Definitions
Level I	**Violation of General School and/or Classroom Rules -** Level I consists of minor infractions that occur that can be corrected by any school personnel
Level II	**Conduct Requiring Administrative Intervention** - Level II consists of offenses that are more serious in nature or persistent Level I infractions.
Level III	**Suspension -** Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities or are persistent Level I or II infractions.
Level IV	**Expulsion -** Level IV consists of serious offenses, which include willful or malicious acts that materially and substantially disrupt the educational environment in the school or at school activities, or Level l, II, or Ill infractions depending on the severity or persistence of the act.

Arkansas Code S 6-18-507(b), concerning the discipline of a public-school creative, is amended to read as follows: (b)(l) The Board of directors of a school district may suspend or expel any creative from school for violation of the school district's written discipline policies, except that a school district shall not use out-of-school suspension as a discipline measure for truancy.

A. LEVEL I

Disciplinary actions for Level I infractions will become progressively more severe if the creative continues to violate Level I infractions. When referred, **the administrator may combine detention hall (D-HaII) (where available) or work detail (with parent/guardian permission) with parents/administrator conference for violation of Level I rules.** At any time prior to or upon the creative's fourth referral of Level I rules, a parent, teacher(s), creative, and administrator conference will be held to **develop a behavior plan.** The plan will be issued to all of the creative's teachers, counselors, and administrators. The administrator may choose the most severe penalty at any time based on the creative's past disciplinary record. An administrator may not use a less severe consequence on any given rule without conferencing with the referring teacher.

Note: A.C.A. references are to Arkansas Code Annotated statutes that may pertain to a rule violation.

Reporting Requirement: Violations of Level I rules will be reported by the teacher or staff member to the school administrator and will be dealt with exclusively within the school.

LEVEL I CONSISTS OF MINOR INFRACTIONS THAT OCCUR THAT CAN BE CORRECTED BY ANY SCHOOL PERSONNEL

Rule 101. Refusal to Follow School and/or Classroom Rules
Rule 102. Disruptive Behavior
Rule 103. Academic Dishonesty
Rule 104. Profanity and Obscene Gestures
Rule 105. Sexually Explicit Materials
Rule 106. Public Display of Affection
Rule 107. Leaving Campus or Designated Area
Rule 108. Horseplay
Rule 109. Badgering

RULE 101. Refusal to Follow School and/or Classroom Rules

Creatives shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers, or any other authorized school district employee. After the teacher has followed the D.M.P., and the creative still does not comply with any school personnel, then Level I consequences will be followed.

RULE 102. Disruptive Behavior

Persistent refusal to follow the reasonable directives of any authorized school district employee. This includes disruption or interference with the proper conduct of instruction, classroom, or school activities.

RULE 103. Academic Dishonesty
A creative will not cheat on tests, nor will a creative aid other creatives in cheating on tests. Creatives caught cheating on tests will receive a zero. Plagiarism is considered academic dishonesty. Any creative committing plagiarism will receive a zero.

RULE 104. Profanity and Obscene Gestures
A creative will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time. A creative will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process. **(5-71-2075 disorderly conduct; 5-71-208; 6-17-106, insult/abuse of teachers.**

When a creative directs profane, violent, vulgar, abusive, or insulting language toward any public school employee, this becomes a Level III infraction (Rule 319). (A-C.A. 6-17-106 Insult/Abuse of teachers)

RULE 105. Sexually Explicit Materials
A creative may not have in their possession or control any sexually explicit materials, including but not limited to magazines, books, photos, drawings, and computer software on school property, including school buses.

RULE 106. Public Display of Affection
A public display of affection is inappropriate school behavior. Refusal to comply with reasonable expectations of school staff will lead to disciplinary action.

RULE 107. Leaving Designated Area Without Permission
After arrival on the school campus, a creative will not leave their designated area without permission from school authorities. Creatives found in violation of this rule the 2nd time will not be allowed to make up
major classroom test.

RULE 108. Horseplay
Creatives will not engage in rowdy or rough play that could result in physical harm.

RULE 109. Badgering
An incident or series of actions, statements, or behaviors directed at a specific individual or group that may be described as, but not limited to, annoying, pestering, bothering, or teasing.

LEVEL I CONSEQUENCES

a. **Parent/Administrator Conference**
b. **In-School Intervention**
c. **In-School Intervention/RTI (RTI Referral required)**
d. **Suspension- 1 day (Develop Behavior Plan)**
e. **Suspension- 2 days**
f. **Suspension- - 4 days and probation**
g. **Recommendation for Expulsion**

In- School Interventions include D-hall, Counseling, Conflict Resolution, Peer Mediation, In-School Suspension, school/bus community service, etc. (see Definitions).

R.T.I. - Response To Intervention

R.T.I. is a problem-solving approach that uses a three-tier intervention model based on an integrated assessment and data collection system that informs instructional decisions and/or behavioral support at each tier.

The mission of the R.T.I. Committee is to:

. Identify the learning needs of creatives who are struggling with their academics and who may be at risk of school failure;

. Provide creatives with academic, behavioral, and social support needed to succeed in school by implementing various strategies and interventions within the school setting.

The Committee is comprised of administrators, teachers, and other school personnel who are involved with creative's learning.

C. LEVEL II

Disciplinary actions for Level II infractions will become progressively more severe if the creative continues to violate Level II infractions. The administrator may choose the most severe penalty at any time based on the creative's past disciplinary record. An administrator may not use a less severe consequence on any given rule without conferencing with the referring teacher. Note: A.C.A. references are to Arkansas Code Annotated statutes that may pertain to a rule violation.

Reporting Requirement: Teachers or staff will report violations of Level II rules to the school administrator. The school administrators shall **use their discretion in deciding whether to report the offense to law enforcement officials.**

LEVEL II CONSISTS OF OFFENSES THAT ARE MORE SERIOUS IN NATURE, OR PERSISTENT, OR SERIOUS LEVEL I MISCONDUCT

Rule 201. Gambling

Rule 202. Forgery or Falsification of Information or Failure to Provide Identification

Rule 203. Tobacco and Tobacco Products

Rule 204. Misdemeanor Theft

Rule 205. Criminal Mischief/Vandalism — Relatively Minor Damage

Rule 206. Possession of Fireworks

Rule 207. Visibility/Use of Paging Devices (Beepers), Cell Phones, Electronic Devices, or Other Electronic Communication Devices

Rule 208. Harassment

RULE 201. Gambling
Creatives shall not gamble on school property, school buses, or at school-sponsored events. **(A.C.A. 5-66-101, et seq; 5-66-112, card games; 5-66-113, games of hazard or skill – betting)**

RULE 202. Forgery or Falsification of Information or Failure to Provide Identification
No creative shall falsify signatures or information on official school records, refuse to give identification, or give false identification when a staff member requests identity.

RULE 203. Tobacco and Tobacco Products
A creative may not smoke, possess, or control any tobacco products, tobacco-related substances, or smoking paraphernalia (matches, lighters, e-cigarettes, etc.) on school property, including
school buses, at any time. (Arkansas Law 6-21-609)

RULE 204. Misdemeanor Theft
Creatives shall not take or possess property that does not belong to them. (A.C.A. 5-36-103; 5-36-106) (less than $500). The parent must make restitution.

RULE 205. Criminal Mischief/Vandalism - Relatively Minor Damage
No creative shall destroy or damage any property of another or that belonging to the school district. **The parent/guardian shall be responsible for all damages to property caused by his/her child. (A.C.A. 5-38- 203; 5-38-204; 5-71-206; 6-21-604; 6-21-605)**

RULE 206. Possession of Fireworks
No creative shall possess, use or threaten to use any firework on school grounds, school bus, or bus stop.

RULE 207. Use of Cell Phones, Electronic Devices, or Other Electronic Communication Devices

Creatives shall comply with all school employees regarding the use of electronic devices, including cell phones. **Electronic devices, electronic communication devices, and/or electronic devices with photographic capabilities confiscated during State mandated tests (ELPA, ATLAS, A.C.T., and norm- referenced tests) will be returned at the end of the school year. (A.C.A. 6-18-502)**

If the cell phone is confiscated, the parent(s) of the owner or an adult designee will have **to come to the school to pick up the cell phone after the confiscation period has ended during regular school hours. Refusal to turn in the electronic device will result in an automatic 4-day suspension.**

RULE 208. Harassment

An incident or a series of actions, statements, or behaviors directed at a specific individual or group with the intent of annoying, ridiculing, demeaning, tormenting, intimidating, or otherwise causing fear in another person. **(Arkansas Law 5-71-208)**
Continued harassment will be considered bullying. (See Rule 306 for bullying

LEVEL II CONSEQUENCES

a. Suspension — 1 day
b. Suspension — 2 days
c. Suspension — 4 days and probation
d. Recommendation for Expulsion

D. LEVEL III

Disciplinary actions for violation of Level III infractions will become progressively more severe if the creative continues to violate Level III infractions. When referred, the administrator may choose the most severe penalty at any time based on the circumstances involved in the particular incident.

Reporting Requirement: Violations of Level III rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials when required.

LEVEL III CONSISTS OF OFFENSES THAT SIGNIFICANTLY DISRUPT THE EDUCATIONAL PROCESS, SCHOOL ENVIRONMENT, AND/OR SCHOOL-RELATED ACTIVITIES OR ARE PERSISTENT OR SERIOUS LEVEL I OR II MISCONDUCT

Rule 301. Loitering by Suspended or Expelled Creative
Rule 302. Possessing or Using Drug Paraphernalia
Rule 303. False Emergency Alarm/Tampering with Safety Devices
Rule 304. Assault (Second Degree)
Rule 305. Terroristic Threat (Second Degree)
Rule 306. Bullying
Rule 307. Disorderly Conduct
Rule 308. Misdemeanor Battery
Rule 309. Sexual Harassment
Rule 310. Indecent Exposure
Rule 311. Extortion/Bribery
Rule 312. Gang or Gang Activity
Rule 313. Unauthorized Accessing or Attempting to Access Computer Files
Rule 314. Possession or Use of Prohibited Weapons or Laser*
Rule 315. Felony Theft — Creative Property
Rule 316. Felony Theft — School Property
Rule 317. Criminal Mischief/Vandalism - Major Damage
Rule 318. Profanity and Obscene Gestures Toward Public School Employee
Rule 319. Crime of Videoing
Rule 320. Possessing, Purchasing, Using, or Being Under the Influence of Alcohol or Illegal Drugs*
Rule 321. Fighting

Rule 301. Loitering by Suspended or Expelled Creative
No suspended or expelled creative shall linger on school grounds or within 1 00 feet of the school without permission of the school administrator, nor shall they go on school district property for any purpose while serving suspension/expulsion, including S.A.C.* No creative from another campus is allowed on another school's campus during school hours without permission of school officials. **(A.C.A. 6-21-606; 6-21-607)**

RULE 302. Possessing or Using Drug Paraphernalia
Creatives may not possess, use or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers).

RULE 303. False Emergency Alarm/Tampering with Safety Devices
A creative shall not circulate a story of a fire, bombing, bomb threat, or other catastrophe when that creative knows the story to be untrue. Creatives will not tamper with safety devices on any school property. If injury results to any person as a result of the false alarm or tampering with safety devices, the creative will be reported to law enforcement agencies. **(Rule 402— Bomb/ False Bomb, Fire Alarm/Threat) — (A.C.A. 5-71-210)**

RULE 304. Assault (Second Degree)
A creative commits assault in the second degree if he or she recklessly engages in conduct that creates a substantial risk of physical injury to another creative. **(A.C.A. 5-13-206, assault 2nd)**

RULE 305. Terroristic Threat (Second Degree)
A creative shall not threaten another creative, making that creative fear imminent physical harm. **(A.C.A. 5-13-301, misdemeanor terroristic threat; 6-17-113, duty to report all threats and acts of violence) NOTE:** Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator. **Also, threats to cause death or serious physical injury or threats to cause bodily injury to teachers or employees are a "D" Felony. (Rule 401 Terroristic Threatening — Threats of Serious Physical Injury or Property Damage/Threats to Teacher/Staff)**

RULE 306. Bullying
Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a creative against another creative or a school employee. Bullying may occur through written, verbal, electronic, or physical act that causes or creates a clear and present danger of physical harm or damage to school or creative property. **(A.C.A. 6-18-514, 5-71-217 cyberbullying)**

Bullying, which consists of repetitive, malicious teasing or threatening, either directly or indirectly, will not be tolerated.

RULE 307. Disorderly Conduct
No creative shall disrupt the lawful assembly of persons by engaging in inappropriate behavior that substantially interferes with or is likely to interfere with, any school function, activity, or program. **(A.C.A. 5-71-207, Disorderly Conduct — "C" Misdemeanor)**

RULE 308. Misdemeanor Battery — Minor Physical Injury
A creative will not threaten or attempt to cause injury or physical harm to another creative, nor will a creative strike or beat another creative. **(A.C.A. 5-13-203, Batt. 3rd; 5-1-102(14); 5-13-206, Assault 2nd; 5-13-207, Assault 3rd)**

RULE 309. Sexual Harassment
Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature. Such behavior is illegal if it creates a hostile or intimidating environment. Typical examples of sexual harassment includes sexually oriented gestures, jokes, or unwelcome remarks; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation.

RULE 310. Indecent Exposure
Creatives shall not expose their sex organs in a public place or public view or under the circumstances knowing the conduct is likely to cause affront or alarm. **(A.C.A. 5-14-112, Indecent exposure, "A" Misdemeanor)**

RULE 311. Extortion/Bribery
No creative will obtain or attempt to obtain something of value from another person by physical force or threat (illegal acts).

RULE 312. Gang or Gang Activity
The Board is authorized to suspend or expel any creative of the District who joins or promises to join or solicits other persons to join a gang or participate in gang activity or association or to wear or display any insignia of such while in and attending WSPA.

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or disrupt the school environment and/or school activity are harmful to the education process. **The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group, presents a clear and present danger.** This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. **(Arkansas Law 6-15-1005, 5-74-201)**

RULE 313. Unauthorized Accessing or Attempting to Access Computer Files
A creative shall not modify, erase software without authorization, introduce any viral agent, access another individual's electronic documents, access, create, reproduce, or distribute documents/sites containing vulgar language, obscene materials or participate in any unauthorized use of technology. A creative may lose the use of network resources.

RULE 314. Possession/Use of Prohibited Weapon or Laser*
No creative shall possess or use an object or laser as a weapon to inflict physical injury on any school property or at school-related events. Notification is required to appropriate legal authorities.
(A.C.A. 5-60-122)

RULE 315. Felony Theft — Creative Property
Creatives shall not take another person's property or be in possession of property belonging to another without that person's permission. If a creative steals or is in possession of property belonging to another person **worth $500 or more without permission. (A.C.A. 5-36-103; 5-36-106) The Parent/Guardian will make restitution.**

RULE 316. Felony Theft — School Property
A creative shall not take possession of property that belongs to the school without permission. If a creative takes or is in possession of school property **worth $500 or more without permission. (A.C.A. 5-36-103; 5-36-106) The Parent/Guardian will make restitution.**

RULE 317. Criminal Mischief/Vandalism — Major Damage
No creative shall purposely and without legal justification destroy or damage any property of another or that belonging to the school district. **The parent/guardian will be responsible for all damages to property caused by the creative. (Ark. Law 6-21-604) (A.C.A. 5-38-203; 9-27-330; 9-27-331)**

RULE 318. Profanity and Obscene Gestures toward Public-School Employee
A creative will not use any verbal or written form of profane, violent, vulgar, abusive, insulting, sexual, or disrespectful language at any time toward public school employees. A creative will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process. **(A.C.A. 5-60-113 school bus drivers; 5-17-207, disorderly conduct; 6-17-106, insult/abuse of teachers**

RULE 319. Crime of Videoing
The unlawful use of a camera, videotape, photo-optical, photoelectric, or any image recording device used **to secretly observe, view, photograph, film, or videotape on any WSPA property or school function without the consent of any person(s) who has reasonable expectations of privacy are prohibited. (A.C.A. 5-4-401; 5-16-101 Class D-Felony) A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in any public viewing area, i.e., internet, cell phone, camera, etc.**

RULE 320. Possessing, Purchasing, Using, or Being Under the Influence of Alcohol or Illegal Drugs*
Creatives shall not possess, purchase, use, or be under the influence of alcohol or illegal drugs at school or school-related activities. Creatives breaking this rule for the first time will be suspended **for up to ten**
(10) days and placed on probation. The creative/family must show proof that they are enrolled with a counseling agency recognized by the District. Failure to comply will result in a recommendation for expulsion. Notification is required to appropriate legal authorities.

RULE 321 CONSEQUENCES

a. **Parent/Administrator conference and suspension – 10 days and probation with counseling documentation.**
b. **Recommendation for Expulsion**

The creative will be reported to legal authorities. If the creative breaks the rule a second time, he will immediately be recommended for expulsion.

Illegal Drugs - any controlled, prescribed, or over-the-counter drug/medication not for the personal use of the prescribed person or any controlled or uncontrolled substance.

RULE 321. Fighting
Physical blows or contact exchanged between creatives is considered fighting. **Alternate punishment may be applied with regard to actual involvement. (Arkansas Law 5-71-207)**

LEVEL III CONSEQUENCES

a. **Suspension - 4 days**
b. **Suspension - 6 days and probation**
c. **Recommendation for Expulsion**

FAILURE TO COMPLY WITH ANY OF THESE RULES
MAY RESULT IN MORE SEVERE DISCIPLINARY CONSEQUENCES.

***Legal authority notification is required.**

E. LEVEL IV

LEVEL IV CONSEQUENCE
Creatives will be suspended immediately and recommended for expulsion.

Reporting Requirement: Violations of Level IV rules will be reported immediately by teachers or staff to school administrators. The school administrators will report such incidents to law enforcement officials. (Ark. Law 6-17-113) (with the exception of Rule 410)

LEVEL IV CONSISTS OF SERIOUS OFFENSES, WHICH INCLUDE WILLFUL OR MALICIOUS ACTS THAT HAVE THE EFFECT OF MATERIALLY AND SUBSTANTIALLY DISRUPTING THE EDUCATIONAL ENVIRONMENT IN THE SCHOOL, ON THE SCHOOL BUS, OR AT SCHOOL ACTIVITIES.

Rule 401. Terroristic Threatening- Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff
Rule 402. Bomb/False Bomb, Fire Alarm/Threat
Rule 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)
Rule 404. Assault/Battery on Staff
Rule 405. Sexual Abuse or Rape
Rule 406. Robbery
Rule 407. Selling, Attempting to Sell/Distribute or Purchase Drugs/Alcohol
Rule 408. Arson
Rule 409. Possession or Use of Firearm, Weapon, or Facsimile Weapon
Rule 410. Behavior Not Covered

RULE 401. Terroristic Threatening — Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff

Creatives shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury, or substantial property damage to another person, or threaten bodily injury to teachers or school employees. **(A.C.A. 6-17-113, duty to report all threats and acts of violence)**

RULE 402. Bomb/False Bomb, Fire Alarm/Threat
A creative shall not threaten a fire or bombing. A creative shall not activate a bomb, fire alarm or cause an evacuation.

RULE 403. Assault/Battery with Substantial Risk of Death or Serious Physical Injury (First Degree)
A creative commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another creative. **(A.C.A. 5-13-201, Batt. l; 5-13- 202, Batt. II; 5-13-204, Agg. assault; 5-13-205, 1st Deg. Assault; 5-1-102(19))**

RULE 404. Assault/Battery on Staff
No creative shall strike or attempt to strike a teacher or other school personnel. **(A.C.A. 5-13-201, Batt l; 5-13-202 — "serious physical injury," Batt. II, which also includes intentionally causing "physical injury" to a teacher or employee.)**

RULE 405. Sexual Abuse or Rape
Creatives shall not engage in **sexual contact** with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall creatives **engage in sexual intercourse or deviate sexual** activity with another person **by forcible compulsion or with another person who is incapable of consent because he/she is physically/mentally helpless. (A.C.A. 5-14-103 Rape—Y felony)**

RULE 406. Robbery
Creatives shall not take property belonging to another person or the school by force, threat of force, or with the use of a deadly weapon. **(A.C.A. 5-12-102; 5-12-103)**

RULE 407. Selling, Attempting to Sell/Distribute Drugs/Alcohol
A creative who sells attempts to sell or distribute drugs (or any substance he claims to be a controlled substance) or alcohol shall be reported to legal authorities. **(A.C.A. 5-64-401)**

Sentences for the sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than $1,000. (A.C.A. 5-64-401)

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in Act 590 of 1971 of the state of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

RULE 408. Arson
No creative shall deliberately burn or attempt to burn school property. **(A.C.A. 5-38-301)**

RULE 409. Possession or Use of Weapon, Firearm, or Facsimile Weapon
No creative shall possess, use, threaten to use, or otherwise be involved with any fire-arm/handgun, weapon, facsimile weapon, or any other instrument that is capable of inflicting
physical injury or death. Weapons prohibited by law upon any school property, in or upon any school bus, at designated bus stops, or any school-related event include but are not limited to any firearm/handgun (whether loaded or unloaded), bullets/ammunition, knife, razor, ice pick,
dirk, brass or metal knuckle, martial arts implement, box cutter, B.B. gun, pellet gun, pump gun, blackjack, sword, spear in a cane, billie club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death. (Gun-Free Schools Act of 1994: Act 567 of 1995; A.C.A. 5- 73-102; 5-73-104; 5-73-108; 5-73-119; 5-73-120; 5-73-122; 6-17-113; 6-21-608)

Creative will be suspended immediately, reported to legal authorities, and recommended for expulsion for a period of not less than one (1) year.

RULE 410. Behavior Not Covered
Westwind School for Performing Arts reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in written rules. (Inappropriate infractions will be specified.)

F. LEVEL VI
RULE 601. Repeated School and/or Class Tardiness
Creatives shall not be tardy. A creative is tardy if he/she is not in his/her classroom or other assigned location when the tardy bell stops ringing. **(Arkansas Law 6-18-217, 6-18-222)**

RULE 602. Creative Dress and Grooming/School Uniforms
A creative will not practice a mode of dress that disrupts the educational process, calls attention to the individual, violates federal, state, or local law, or affects the welfare and safety of creatives and teachers.
Furthermore, creatives are prohibited from obscene, lewd, or vulgar comments or designs and wearing clothing directed toward or intended to threaten, intimidate or demean an individual or group of individuals as well as items advertising alcohol, tobacco, or illegal drugs.
Creatives in the District will wear the Westwind school uniforms; navy and khaki bottoms and polo- style shirts with the Westwind emblem.

New creatives to district schools will be given two weeks to comply with the Uniform Dress Code.
All creatives are required to wear District issued I.D. badges that are visible during school and on the bus.

RULE 604. Truancy (Skipping School or Class)
A creative will not be absent from school without the parent or school authorities' prior knowledge and consent. A creative absent from his classroom or other assigned learning station without permission from school authorities will be considered truant. Each truancy will be treated as an absence.
Teachers will be notified when creatives are absent for more than ten (10) days. (Arkansas Law 6-18- 217,
6-18-222)

II. SCHOOL BUS TRANSPORTATION
The Westwind School District operates school buses to accommodate creatives and parents. Riding a bus is a privilege that must not be abused by daily bus riders or those only riding a bus for a field trip. The same appropriate behavior as expected at school is expected on the school bus. A creative's failure to conform to acceptable standards of conduct and courtesy will result in his/her being subject to disciplinary action. Remember: Parents will be held financially responsible for damage to the inside/outside of the school bus.

Creatives and parents **are responsible for knowing and agreeing to abide by bus riding regulations.** Bus drivers are responsible for obeying all traffic laws and safety procedures, supervising the behavior of creatives assigned to them, and reporting to the school principal those acts of creative conduct contrary to law or school regulations or jeopardize the health and safety of persons riding the bus. Principals have the responsibility for acting promptly when acts of misconduct are reported by a bus driver and for proper notification to the creative parent and driver of his disposition of the case. **Parents are responsible for providing creative transportation to and from school when a suspension of bus privileges becomes necessary.**

104. Creatives on buses are under the driver's supervision and are to follow his directions at all times. Failure to follow his directions may result in loss of bus privileges.

105. Unauthorized passengers are not allowed on the bus at any time.

104. WSPA creatives attending state schools or other agencies will not be transported by the Transportation Department when drivers are not under contract. (i.e., Schools for Deaf & Blind, Centers, etc.)

105. Musical instruments will not be permitted to be stored behind the driver's seat or in the front of the bus.

106. Parents must pick up confiscated possessions such as, but not limited to, radios, tape/ CD players, pagers, cell phones, or other electronic communication devices by the end of each semester.

B. Level I Transportation Rules

501. In order for the bus to remain on schedule, **creatives are to be at the bus stop ten (10) minutes before and after the bus is scheduled to arrive.** The driver is not permitted to wait for the creative.

502. Creatives will stand ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. While waiting, creatives are not to play on the highway/ road or engage in dangerous conduct, which could cause bodily harm to themselves or others; or damage to private property. Action by local police may be taken.

503. Creatives will wait until the bus comes to a complete stop and the driver signals for crossing unless the driver has instructed his riders in a different procedure.

504. When entering or leaving the bus, creatives should proceed quickly and in an orderly manner.

505. Creatives are not permitted to carry animals (living or dead) on the bus.

506. Creatives are not permitted to clutter the bus with paper or other objects.

507. Food and drink **are not allowed on the bus for consumption while riding the bus. No eating or drinking is permitted at any time** unless otherwise authorized by school administration with medical documentation.

508. Blue tooth speakers or other electronic devices not provided by the District are not permitted on the bus.

509. Creatives will not be permitted to board or leave the bus at any place other than their regular stop unless authorized by school administration, with parental permission, for school-related activities only.

510. Creatives who cross the road after leaving the bus are to go to a point on the shoulder of the road ten (10) feet in front of the bus. The driver will then signal for creatives to cross.

511. Athletic playing equipment must be stored in a bag that can be held when seated

512. Creatives are not permitted to carry any objects too large to be held when seated. (i.e., presentation board, science projects, etc.)

513. Musical instruments may be transported by creatives on the bus with the following stipulations:
    a. The following instruments must be held in the creative's lap during transport: violin, viola, piccolo, bells, trumpet/coronet/oboe, clarinet (b-flat), alto clarinet, and flute. They cannot be placed on or under the seat and must not interfere with other creatives sharing their seat.

    b. The following musical instruments must be placed on the floor between the creative's feet: bassoon, bass clarinet, alto saxophone, tenor saxophone, and trombone. They cannot be held in the lap of the creatives or placed on the seat.

    c. The following musical instruments are not permitted on the bus during the regular morning and afternoon runs: tuba, all types of drums, baritone horn, string bass, cello, and French horn.

TRANSPORTATION LEVEL I CONSEQUENCES
a. Creative/Parent/Administrator conference b. In-School Intervention c. In-School Intervention d. Bus suspension – 1 day e. Bus suspension – 2 days f. Bus Suspension – 4 days g. Bus Suspension – 10 days and probation h. Recommendation for expulsion of bus riding privileges for the remainder of the school year

C. Level II Transportation Rules

514. Creatives will refrain from distracting the driver, stay reasonably quiet, face the front of the bus, and leave other creatives alone, **which includes inappropriate use of cell phones/electronic devices**.

515. Creatives **<u>will sit and remain seated in assigned seats</u>** from the **time they board the bus until they reach their destination**.

516. Creatives cannot be standing while the bus is in motion.

517. Creatives are not permitted to ride any WSPA bus when suspended from their assigned route bus. If a creative is caught violating this rule, additional punishment will follow.

518. Creatives are not permitted to extend their hand, arms, heads, or any body parts out of the bus windows at any time.

519. Creatives are not permitted to sit on the front of the rear engine cowling or the dashboard.

520. Creatives will not tamper with any of the safety devices on the bus.

521. Creatives **are not permitted to throw items of any kind inside the bus or out of the bus windows**. Any creative caught throwing items out of a window and damaging a vehicle **will be responsible for the cost of repairs.**

522. Creatives who refuse to correctly identify themselves to the driver or an administrator from the Transportation Department upon request shall be suspended from riding the bus.

TRANSPORTATION LEVEL II CONSEQUENCES
a. Creative/Parent/Administrator conference b. Bus suspension – 1 day c. Bus suspension – 2 days d. Bus Suspension – 4 days e. Bus Suspension – 10 days and probation f. Recommendation for expulsion of bus riding privileges for the remainder of the school year

IV. WHO IS RESPONSIBLE FOR CREATIVE CONDUCT?

Freedom is a constitutional right but does not mean the absence of reasonable rules and regulations that guide individuals' actions. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the creatives, teachers, administrators, support staff, bus drivers, parents, Board of Education and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

A. Creatives

Creatives have the responsibility to pursue their education in the Westwind School District in a manner that shows respect for other creatives, faculty members, parents, and other citizens. Creatives should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by abiding by rules and regulations established by the Board of Education and the school of attendance and implemented by teachers and school administrators. Each creative is responsible for his/her own conduct at all times.

B. Parents or Guardians

Parents should carefully read the pages of this handbook and assume a leading role in advising their children of appropriate and inappropriate behavior at school. Parents should stress the importance of a good education and the conduct necessary to achieve it. Without the support of the parents/guardians, this attempt to promote good citizenship and success in life may not succeed, and the creative will be the one to suffer the consequences of struggling through life without the benefit of an education.

Arkansas Law 6-17-106 states that it is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any public-school employee during the course of his/her duties. Said person shall be guilty of a misdemeanor and, upon conviction be liable for a fine of not less than $100, no more than $1,500.

No unauthorized person (non-creative) shall purposely enter or remain unlawfully in a school or vehicle on the school premises. (Criminal trespass — A-C.A. 5-39-203)

C. Teachers/Staff Members

All teachers/staff members are responsible for supervising the behavior of all the creatives in the school. This includes not only the creatives who are regularly assigned to the teacher/staff member but all other creatives with whom the teacher/staff member comes in contact. Each teacher/staff member is expected to maintain the kind of atmosphere and decorum that will promote the learning process and utilize appropriate sound techniques. These techniques include conferences with creatives and parents, referral to counselors at the school, or referral to other supportive service personnel of the District (nurse, attendance caseworker, educational examiner, psychologist). When the teacher/staff member is unable to assist the creative in maintaining proper control of his behavior, the creative is to be referred to the appropriate administrator in the school.

D. School Administrators

An administrator of each school will disseminate and explain to all creatives at the beginning of the school year, and will disseminate to each new creative, upon registration, the rules and regulations currently in effect for that school. In developing rules and regulations, the administrator is expected to involve representatives of the teaching staff, the creative body, and the patrons of the school. The administrator of each school is responsible for conducting continued in-service education for all personnel regularly to interpret and implement established policies. The principal, Superintendent, or the principal's designee, is authorized to assign creatives to detention, work detail (with parent permission), probation status, and to suspend or recommend the expulsion of creatives. The principal is expected to inform the parents or guardians of any creative whose behavior conflicts with established laws, rules, and procedures.

E. Superintendent

The Superintendent is responsible for ensuring that district administrators know the provisions of the Handbook for Creative Conduct and Discipline, the Board of Education policies, and state and federal laws applicable to the discipline of creatives. Be familiar with district operations and regularly attend school functions. Communicate knowledge of best practices in relation to creative discipline. Ensure that the District maintains staff with appropriate education and certification. Communicate district activities to the community through means such as publications, announcements, and community meetings and forums. Inform the Board on current issues and trends in creative discipline—support staff by ensuring appropriate creative discipline procedures consistent with district policies and state of Arkansas law.

F. Detention Hall

Detention Hall (D-Hall) may be assigned depending upon the rule violated as determined by the school administration. This is an alternative program offered by the Westwind School for Performing Arts to keep creatives in school. D-Hall is coordinated by the building principal.

G. Out-of-School Suspension

Creatives who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep creatives in school as participants in the educational process. There are instances, however, when the needs of the other creatives or the interests of the orderly learning environment require the removal of a creative from school. The Board authorizes school principals or their designees to suspend creatives 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. Creatives are responsible for their conduct that occurs:

a. At any time on the school grounds;
b. Off school grounds at a school-sponsored function, activity, or event; and
c. Going to and from school or a school activity.

A creative may be suspended for behavior including, but not limited to, that:

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.

OSS shall not be used to discipline a creative 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 creative:

1. The creative shall be given written notice or advised orally of the charges against him/her;
2. If the creative 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; and
3. If the principal finds the creative guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the creative's re- admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the creative, person(s) standing in loco parentis, or to the creative 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 creative, person(s) standing in loco parentis, or to the creative 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 creative's removal from school, but if prior notice and hearing are not feasible, as where the creative'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.

It is the responsibility of a creative's parents or legal guardians, person having lawful control of the

creative, 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 creative, or person standing in loco parentis upon the suspension of a creative. The notification shall be by one of the following means, listed in order of priority:

1. A primary call number; The contact may be by voice, voice mail, 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, legal guardian, person having lawful control of the creative, or person standing in loco parentis.

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

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

During the period of their suspension, creatives 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.

Suspensions initiated by the Superintendent are final.

H. Probation

The Principal, or his/her designee, may place any creative who has been involved in an act of misconduct on probation in addition to suspension. School personnel must, however perform an investigation of the situation; provide formal notice to the creative and parent/guardian(s), and an opportunity for a parent/guardian conference. Probation should be for a definite period during which critical examination and evaluation of the creative's progress is to take place.

I. Expulsion

1. When a creative is suspended by a principal and recommended for expulsion the parent(s) or guardian will promptly be notified in writing, by a certified letter to the last known address or a letter delivered by a school employee, of the reason(s) therefore, and the procedure to be followed if readmission is sought. When the letter is delivered by a school employee the parent or guardian will be required to sign a statement of receipt. The expulsion recommendation must be signed by the principal.
2. A hearing on the recommendation for expulsion will be conducted by the Superintendent or his/her designee, if a request is made in writing within ten (10) calendar days from the date of the aforesaid notice.
3. The Superintendent will consider the appeal brought by parents and the position of the administration making the recommendation and then make a decision based upon equitable factors. This hearing will normally be conducted within five (5) days after receiving the request for a hearing. A form and a stamped-addressed envelope which may be used to request a hearing will be enclosed with the aforesaid notice.
4. The findings and recommendation of the Superintendent will be final.
5. When, because of the circumstances, time is of the essence, the Superintendent may waive and modify the

time and notice provisions of this sub-section when such action would be in the best interest of fairness and the furtherance of justice. (Arkansas Law 6-18-507)

When a creative has been notified that he has been recommended for expulsion, he will remain away from the school premises pending resolution of the recommendation.

J. Discipline of Creatives Under the IDEA with Disabilities and Under Section 504

A creative with a disability under the Individuals with Disabilities Education Act (IDEA) or under Section 504 of the Rehabilitation Act, as defined by federal and state standards, who engages in inappropriate behavior is subject to normal school disciplinary procedures, provided the creative's right to a free and appropriate public education is not violated. The following provisions will apply:

The Individualized Education Program (IEP) team for an IDEA creative with a disability or a Section 504 Accommodation team for a 504 creative should consider whether particular disciplinary procedures should be adopted for that creative and included in the creative's IEP or Section 504 Service Plan, if a disabled creative's placement is to be changed for a period of time exceeding ten (10) school days. District special education or Section 504 personnel, whichever is applicable, will be consulted to ensure that proper due process procedures are followed. (Legal References: A.C.A 6-18-502, 6-17-113)

Definitions



DEFINITIONS

Parents are urged to read and discuss the following words and terms with their children before reading and discussing the Rules section of the Handbook. While every effort has been made to make Handbook language simple, young creatives will need parental assistance in understanding the definitions and concepts used.

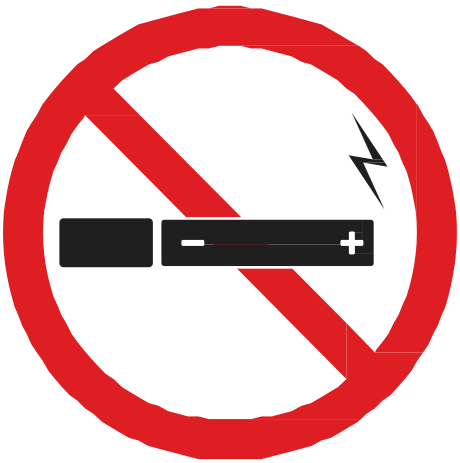
1. **A.C.A.** Arkansas Code Annotated statutes which may pertain to rule violations.
2. **Academic Dishonesty/Cheating/Plagiarism:** To deliberately and/or deceitfully use and/or obtain materials to copy, duplicate alter, or plagiarize printed or electronic matter belonging to or prepared by another person and claiming said work product as one's original work or design.
3. **ADA:** Americans with Disabilities Act of 1990
4. **Assault:** A creative commits assault in the second degree if he or she recklessly engages in conduct that creates a substantial risk of physical injury to another creative. A creative commits assault in the first degree if he or she recklessly engages in conduct that creates a substantial risk of death or serious physical injury to another creative.
5. **Bullying:** The intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a creative against another creative or a school employee. Bullying may occur through a written, verbal, electronic or physical act that causes or creates a clear and present danger of physical harm or damage to school or creative property.
6. **Contraband:** Any articles which are illegal or articles which a creative possesses illegally.
7. **DMP:** Discipline Management Plan is a specific initiative to address the District's goal of eliminating disparities in school discipline by providing discipline management options that do not involve a disruption of education services.
8. **Disruptive Behavior:** Open defiance or repeated refusal to follow the reasonable directives of any authorized school District employee.
9. **Detention Hall:** Creatives who violate school rules may be assigned to supervised study periods held before, during or after regular school hours. When a creative is assigned D-Hall before or after school, the parent is responsible for transportation to and from the school.
10. **Due Process:** To guarantee that creatives will not have their rights taken away unfairly, there are established procedures which school personnel must follow
11. **Equal Educational Opportunity:** The Board of Education believes that every child, regardless of race, creed, color, sex, cultural or economic background or handicap, should be given the opportunity to develop and achieve to the maximum extent possible. To provide equal educational opportunity, all programs offered by schools within the District will be open to all creatives.
12. **Excessive Absence:** Creatives shall not be absent more than ten (10) days in a semester. Whenever a creative exceeds ten (10) absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.
13. **Expulsion:** Principals may recommend to the Superintendent that a creative be prohibited from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of a semester, the end of the current school year, **including summer school,** or permanently, dependent upon the severity of the offense. Expulsion requires Board of Education approval and may include loss of academic credit.
14. **FAPE:** Free and Appropriate Public Education

15. **FERPA:** Family Educational Rights and Privacy Act of 1984
16. **GFSA:** Gun-Free School Acts
17. **Group Fight:** A group fight shall mean any physical attack, threat thereof, or actual fighting by two or more creatives against one or more other creatives who are not at the time of such physical attack, threat thereof, or actual fighting members of the same group. For participants in a group fight that has been planned, results in serious bodily injury, and/or causes significant disruption of the school day, the principal shall request an expulsion.
18. **HAC**: Home Access Center
19. **Harassment:** A creative shall not engage in conduct or repeatedly commit an act that alarms or seriously annoys another person and that serves no legitimate purpose.
20. **IDEA:** Individuals with Disabilities Education Act
21. **IEP:** Individualized Educational Plan
22. **Illegal Drugs**: Any controlled prescribed or over the counter drug/medication not for the personal use of prescribed person or any controlled or uncontrolled substance.
23. **In-School Intervention**: In- School Interventions emphasizes teaching creatives to behave in ways that contribute to academic achievement and school success and that support a school environment where creatives and school staff are responsible and respectful. In-school Interventions also emphasizes the need for school staff to promote appropriate behaviors and by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating many minor misbehaviors as —teaching moments rather than punishment opportunities.
    In-school Interventions recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers creatives an opportunity to learn from their mistakes and contribute to the school community. In-School Interventions also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner.
24. **Non-traditional School Schedule:** Any school with class periods that do not fall within the 40 to 50 minute per day range will be considered non-traditional.
25. **Parent:** The term parent will include every parent, guardian or person in parental relation having control or charge of any creative in attendance in the schools of this District.
26. **PRN:** Pro Re Nata which loosely translates to medication prescribed to be taken *"as needed".*
27. **Probation:** The principal may suspend punishment for a rule violation and notify the parents and creatives in writing at the parent conference that the creative must obey the rules for the remainder of the school year under penalty of recommendation for expulsion. Both the parent and creative will be requested to sign the probation letter. (Must be documented by another employee if they refuse to sign.)
28. **Reasonable Force:** School personnel may apply the minimum amount of force necessary to stop or restrain a creative from conducting himself in such a way that could result in his physical injury or injury to others.
29. **Reasonable Suspicion:** Reasonable grounds for suspecting that a search will turn up evidence that the creative has violated or is violating either the law or school rules.
30. **Rights and Responsibilities:** Creatives, as well as parents and school personnel, are guaranteed full rights of citizenship by the United States Constitution, and those rights cannot be denied except through due process of law. In order for others to enjoy their citizenship rights, it is necessary for creatives to behave in such a way that others are treated equally and with respect.
31. **RTI:** Response to Intervention is a problem-solving approach that uses a three-tier model of intervention based on an integrated system of assessment and data collection that informs instructional decisions and decisions for a behavior plan at each tier.
32. **Secondary Identification (ID) Badge:** All creatives are required to wear District issued ID badges that

are visible during school hours.

33. **Sexual Harassment/Misconduct:** Sexual harassment is unwanted verbal, written or physical behavior of a sexual nature; physical intimidation and mockery or scorn based on perceived sexual orientation. Sexual activity or sexual misconduct to include possession of or distribution of pornographic media.
34. **Suspension:** Prohibition of a creative from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the Superintendent. Suspensions normally will not be longer than ten (10) **creative contact days** including the day on which the suspension is initially imposed.
35. **TAC**: Teacher Access Center
36. **Tardy:** A tardy is any time a creative arrives after school begins or departs before the end of the school day. An early check out is a departure any time before the school day ends. If a creative miss two and a half (2.5) hours of instruction it will be considered a half-day absence.
37. **Voluntary School Withdrawal:** In some cases where expulsion is imminent and in the principal's judgment expulsion may not be in the best interest of the creative, the principal may allow voluntary withdrawal. In such cases the parent/guardian waives the right to have a full hearing on the charge. When a creative is voluntarily withdrawn, all credit is lost. **Applies only to creatives not covered by Compulsory Attendance Law.**
38. **Work Detail:** An alternative disciplinary sanction for minor offenses in lieu of Detention hall (D-hall) or in-school suspension with approval from the parent.





Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a creative against another creative or a school employee. Bullying may occur through written, verbal, electronic or physical act that causes or creates a clear and present danger of physical harm or damage to school or creative property. Bullying is NOT ALLOWED and can get you in trouble, suspended, or expelled. If someone bullies you or you see someone being bullied, get help by telling an adult. Bullying is prohibited by ACT 115 of 2007 and WSPA Parent / Creative Handbook for Creative Conduct and Discipline.

In compliance with Act 1099, passed during 2013's regular legislative session, Westwind School for Performing Arts prohibits the use of e-cigarettes on all public-school properties. In the act, e-cigarettes are defined as "electronic oral devices" which provide a vapor of nicotine or another substance used to simulate smoking. This restriction applies to all adults and all creatives.

Knives, weapons and handguns are not permitted on school property or on school buses.

If you should unintentionally take a knife (or other weapon) to school, turn it in to school officials voluntarily and immediately without fear of penalty. (Exceptions: guns)