

**2005-2006  
WEST SIDE HIGH  
SCHOOL  
STUDENT  
HANDBOOK**

## 2005-2006 Staff

|                     |                                    |
|---------------------|------------------------------------|
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| Rick Waters         | Principal                          |
| Gerald Bailey       | Social Studies and P.E.            |
| Kerri Barger        | Family and Consumer Sciences       |
| Cheryl Birdwell     | Spanish                            |
| Judy Brunson        | Counseling                         |
| Randy Carr          | Industrial Maintenance Equipment   |
| Holly Cornell       | Science and Special Education      |
| Jan Dewey           | Business Education                 |
| Debbie Dinges       | Parent Center Coordinator          |
| Amy Gentry          | Health and Girls Basketball        |
| Susan Giles         | Library                            |
| Virginia Helm       | Mathematics                        |
| Patreca Hutson      | Social Studies                     |
| Debbie Hutto        | English                            |
| Matt Irwin          | English and Journalism             |
| Etta King           | Music                              |
| Kathaleene Lafferty | Library                            |
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| Mollie Mills        | Counseling                         |
| Nancy Nicholson     | Special Education                  |
| Phillip Ramsey      | Science                            |
| Fred Rickert        | Mathematics                        |
| Paulette Rickert    | Art                                |
| Kay Roseberry       | Oral Communications and Drama      |
| Jeff Smith          | English                            |
| Scott Smith         | Social Studies and Boys Basketball |
| Jeff Stanley        | Science                            |
| Patricia Thomas     | ALE                                |
| Brenda Womack       | Special Education                  |

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## **MISSION STATEMENT**

The mission of West Side Public School staff is to provide every student the opportunity for a comprehensive education of the highest quality in a safe and nurturing environment. We are committed to the development of each individual as a successful, responsible, and productive citizen with high ethical standards. We encourage parents and citizens of our community to assist us in helping students attain their maximum educational potential.

## **PHILOSOPHY AND GOALS**

The intention of West Side School is to provide a controlled environment that allows for the educational preparation of the individual as a productive and responsible citizen. We recognize that students differ in backgrounds, interests, and aptitudes. These differences are continually assessed to develop a comprehensive educational program that offers a broad scope of opportunities for a student's individual goals and aspirations.

Philosophies and goals identified for West Side Schools are:

- A. To achieve the greatest education possible for each student and offer disciplined learning environments.
- B. To promote student self-confidence, self-esteem, positive self-image, and other qualities of emotional stability.
- C. To teach students thinking skills to be adept at solving problems and developing new ideas throughout life.
- D. To instill basic moral responsibilities and successful social attitudes.
- E. To sufficiently prepare students for advancement to appropriate secondary institutions of learning.
- F. To furnish students with skills to obtain and maintain employment.
- G. To promote an appreciation for the American way of life, democracy as a form of life and government, and freedom of the individual.
- H. To assist efforts of home and other institutions in preserving good and noble characteristics of the past.
- I. To encourage students to engage in regular physical activity throughout life.
- J. To encourage students to be free of drugs and to deal with problems in a non-violent manner.

## **CODE OF ETHICS**

- A. To display school loyalty and spirit.
- B. To be honorable and responsible.
- C. To be a good sport.
- D. To take advantage of the opportunity to get an education.
- E. To control my thoughts, words and actions and develop wholesome characteristics.
- F. To search for and uphold the truth. To respect rules, laws and authority.
- G. To give some time for any worthy cause that promotes a better school, community, or state.
- H. To strive to be a better student and a better citizen.

## **TITLE I PARENTAL INVOLVEMENT POLICY**

To achieve the standards of conduct and accomplishments for students in West Side Schools, there must be recognition of responsibilities to each participant in the child's education. Individuals, parents, administrators, teachers, and support staff must demonstrate self-discipline and positive attitudes toward others and the school.

Parents and school staff recognize that children learn from adults. Their love, care, encouragement, and positive support, combined with a wholesome nurturing environment are critical to the healthy development of children. Responsibilities for providing and maintaining wholesome teaching/learning environments are shared by:

Students who:

1. Attend school regularly
2. Bring all necessary materials to school
3. Complete and return homework assignments on time
4. Observe regular study hours
5. Conform to rules of student conduct

Parents who:

1. Ensure regular attendance
2. Ensure all necessary materials are brought to school
3. Provide a quiet time and place to study every night
4. Discuss assignments with students
5. Ensure students experience good leisure activities (hobbies, reading, family outings, etc.)

School districts that:

1. Maintain positive and safe learning environments
2. Maintain and foster high standards of academic achievement and behavior
3. Communicate regularly with parents and students regarding school philosophy, goals, needs, achievements, and programs.
4. Provide challenging tasks so students can achieve their potential
5. Actively and consistently work toward the goals of achieving excellence in our schools.

### **GRADUATION REQUIREMENTS**

- A. A total of 21 units (15 common core and 6 electives) earned in grades 9-12 shall be required for high school graduation. Only 1 of these units may be in physical education. Students must meet all requirements for graduation to participate in graduation ceremony.
- B. A unit of credit shall be defined as credit given for a course which meets the equivalent of a regular school period each day for a full school year (minimum of 250 minutes per week). Three semester hours of college credit shall be equivalent to one-half unit of high school credit. Students transferring into the district who have taken AP courses will be given weighted grades based on A.C.A. 6-15-902.
- C. Minimum core curriculum required for all students for high school graduation shall be:

**English** - 4 units

**Oral Communication** - 1/2 unit

**Social Studies** - 3 units (must include 1 unit U.S. History, 1 unit World History, 1/2 unit Civics or Government)

**Mathematics** - 3 units (must include 1 unit Algebra or its equivalent and 1 unit Geometry or its equivalent)

**Science** - 3 units (must include at least 1 unit Biology or its equivalent and 1 unit Physical Science)

**Physical Education** - 1/2 unit

**Health & Safety Education** - 1/2 unit

**Fine Arts** - 1/2 unit

**Electives** - 6 units

## **VALEDICTORIAN/SALUTATORIAN**

- A. To be salutatorian or valedictorian of a graduating class, a student must have attended West Side School the spring semester of their junior year and both semesters their senior year. The salutatorian and valedictorian are required to meet honor graduate requirement and complete two AP English classes in their eleventh and twelfth grade year and have the top two grade-point averages in their senior class. In case of a tie, there will be co-valedictorians or co-salutatorians. GPA for valedictorian or salutatorian will be determined by taking the cumulative GPA for all non-AP classes and adding .02 per semester for each "A" in AP classes, zero points for a "B" in AP classes, subtract .02 for a "C" in AP classes and subtract .04 for a "D" in AP classes.

The valedictorian and salutatorian must meet the above requirements plus have a minimum of 22 credits and complete a minimum of four AP courses. Two of the AP courses must be eleventh and twelfth grade AP English and one AP course must be math or science and one AP course must be history or art. Only four AP courses will be counted towards valedictorian or salutatorian. Beginning with the class of 2009 all AP courses will count in determining the valedictorian. The student with the highest GPA will receive this honor.

- B. In case of a GPA tie, students considered for honors with limited participation (i.e. governor's luncheon, Democrat/Gazette paper, etc.) will use ACT scores in addition to GPA. GPA for valedictorian and salutatorian will be calculated after third quarter grades are recorded.

## **HONOR GRADUATE**

Only students who have completed the minimum core curriculum recommended for higher education plus trigonometry/pre-calculus with a cumulative GPA of 3.25 shall be eligible to graduate as honor students. Students taking Advanced Placement courses will receive 5 points for an A, 4 points for a B, 3 points for a C, 2 points for a D and 0 points for a F.

## **AP COURSES**

To receive AP credit, the student must take the AP test in the spring. To enroll in AP English, students must have an 80% average in 9<sup>th</sup> and 10<sup>th</sup> grade English and 19 on the reading and English portion of the PLAN or ACT exam.

Grade-point averages for honor students will be calculated after third quarter grades are recorded.

## **MINIMUM CORE CURRICULUM RECOMMENDED FOR HIGHER EDUCATION**

English - 4 units (college prep or AP English III and IV)

Oral Communications - 1/2 unit

Mathematics - 3 units (Algebra I, II and Geometry)

Science - 3 units (Biology, Chemistry or Physics)

Social Studies - 3 units (American History, World History, 1/2 Civics and 1/2 Social Studies Elective)

Physical Education - 1/2 unit

Health and Safety - 1/2 unit

Fine Arts - 1/2 unit

Foreign Language - 2 units of the same language

Electives - 4 units

## **ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP**

To qualify for the Arkansas Challenge Scholarship, students must meet the above core curriculum and take a fourth math that is above Algebra II.

## **UNCONDITIONAL ADMISSION TO COLLEGE**

High school students have the following requirements for unconditional admission to Arkansas Public colleges or universities:

English - 4 units with emphasis on writing skills

Natural Science - 3 units with laboratories chosen from Physical Science, Biology, Chemistry or Physics. Only 1 unit may come from a life science.

Mathematics - 4 units including Algebra I and Algebra II, Geometry and an advanced math course. It is strongly recommended that students take a math course during the senior year.

Social Studies - 3 units including American History, World History and at least 1/2 unit Civics or American Government (not to include a practical arts course).

## **GRADUATION REQUIREMENTS BEGINNING WITH CLASS OF 2010**

Beginning with the senior class of 2010, students will be required to take four math classes and have 22 credits for graduation. Parents or guardians are required to sign a Smart Core Informed Consent Form yearly. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Common Core.

### **SMART CORE**

**ENGLISH**-4 units (English 9, 10, 11, and 12)

**ORAL COMMUNICATIONS**- $\frac{1}{2}$  unit

**MATH**-4 units (Algebra I or Algebra A & B, Geometry or Investigative Geometry or Geometry A & B, Algebra II, Pre Trig/Calculus)

**SCIENCE**-3 units (Physical Science, Biology, and Chemistry or Physics)

**HISTORY**- 3 units (Civics or Civics/American Government, World History, US History)

**PE**- $\frac{1}{2}$  unit

**Health and Safety**- $\frac{1}{2}$  unit

**Fine Arts**- $\frac{1}{2}$  unit

**Career Focus**-6 units

### **COMMON CORE**

**ENGLISH**-4 units (English 9, 10, 11, and 12)

**MATH**-4 units ( Algebra or Algebra A and B 1 Unit, Geometry or Investigative Geometry or Geometry A & B 1 Unit (A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four unit requirements.)

**SCIENCE**-3 units (Physical Science, Biology, and one other science)

**HISTORY**-3 units (Civics or Civics/American Government, World History, US History)

**PE**- $\frac{1}{2}$  unit

**Health and Safety**- $\frac{1}{2}$  unit

**Fine Arts**- $\frac{1}{2}$  unit

**Career Focus**-6 units

## **COURSES STUDENTS CAN TAKE MORE THAN ONCE FOR CREDIT**

Art, Journalism, Vocal Music and Instrumental Music may be taken for two or more years with teacher and administrator's approval.

## **ALGEBRA I AND SPANISH I FOR EIGHTH GRADERS**

Eighth grade students who make an A or B in seventh grade math both semesters, and who also score Proficient or Advanced on the Benchmark test, are eligible to take Algebra I in the eighth grade with teacher recommendation. Eighth grade students who have an "A" or "B" in seventh grade English both semesters, and who also score Proficient or Advanced on the Benchmark test in Literacy, are eligible to take Spanish I in the eighth grade with teacher recommendation. Both Algebra I and Spanish I give the student one credit towards graduation and are included in the student's cumulative grade point average.

## **HANDICAPPED STUDENTS**

The Educational Program for a handicapped student is individualized to meet each student's needs. Decisions regarding a secondary handicapped student's program are made by their Evaluation /Programming Committee and are written in the student's Individual Educational Plan (IEP). The IEP serves as the graduation plan for a handicapped student. When the IEP planning team determines a student can function in a regular class, then that regular class becomes a required course for graduation. When a student receives specially designed instruction within a special education setting, the committee must determine which course is being met and by which goals and objectives. The IEP may be used to prescribe performance standards in basic skill areas which the student must achieve in order to graduate. Credit requirements are determined by the IEP planning team. The generation of credits is also determined by the IEP planning team.

## **EARLY GRADUATION**

Students may graduate prior to their senior year if the following criteria are met.

- A. The student has completed all course requirements and earned a minimum of 21 credits.
- B. The student has applied for early graduation with the principal before the fourth quarter of the year in which the student wishes to graduate.

## **GIFTED AND TALENTED**

Students in the GT program will adhere to policies outlined in the West Side School District GT program guidelines.

## **CAREER DAYS**

Students classified as seniors are allowed 2 career days during their senior year and students classified as juniors are allowed 1 career day during their junior year subject to administrative approval.

Students must:

- A. Schedule these days through the counselor and principal.
- B. Take the days no later than April 15.
- C. Provide written verification of the visit including the date and time of visit.

## **PRINCIPAL DAYS**

Students are encouraged to display good character, citizenship, positive attitudes and good behavior. Students may earn 1 Principal Day per semester if they have 3 absences or less per class and haven't received any discipline notices.

It is very important that students pass the Benchmark/End of Course Exams. Therefore, students may earn 1 Principal Day for scoring Proficient or Advanced in EACH subject area end-of-level in Literacy or Math test. Seventh and ninth graders who score Proficient or Advanced in both Math and Literacy on the sixth and eighth grade Benchmark earn 1 principal day per year.

These days must be taken no later than May 10.

### **REPEATED COURSES**

If a student repeats an academic subject to improve his grade, both grades will remain on the student's transcript and the higher grade will be used in calculating the student's grade-point average.

### **CORRESPONDENCE COURSES**

Students will not be allowed to meet graduation requirements by enrolling in correspondence courses in lieu of attending regular West Side classes. No student will be permitted to graduate ahead early by taking correspondence courses. When taken to make up failed work or supplement the normal school offerings, such courses may be accepted for credit if approved by the principal and taken under the supervision of the counselor.

### **COLLEGE CLASSES FOR CONCURRENT CREDIT**

A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled. This credit shall be applicable to graduation requirements.

### **REPORT CARDS AND PROGRESS REPORTS**

Computer generated report cards go out on Thursday after the end of 9-weeks grading period. Grades assigned to students for performance in a course shall reflect the extent a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives contained in the curriculum frameworks may also be given.

Progress reports go out near the midpoint of each 9-weeks grading period. Weekly progress reports for students making D's or F's will go out on Friday. After the second week of the 9-week grading period, up-to-date grades are available to parents and students at [www.edline.net](http://www.edline.net), which is a secure web site. Log-in instructions with a password will be mailed to parents at the beginning of the school year.

### **GRADE SCALE AND EXPLANATION**

In compliance A.C.A. 6-15-902, the grade scale is as follows:

|                 |           |
|-----------------|-----------|
| A-Excellent     | 100-90%   |
| B-Above Average | 89-80%    |
| C-Average       | 79-70%    |
| D-Below Average | 69-60%    |
| F-Failing       | Below 60% |
| I-Incomplete    |           |

The semester exam counts as 25% of the semester grade.

## **HOMEWORK POLICY**

Homework assignments will be made periodically by teachers to:

- A. Provide parents the opportunity to give their children individualized help with classroom material being taught.
- B. Extend the time available for formal learning.
- C. Encourage students to work on their own.
- D. Provide for the existence of different learning styles.

Students will be responsible for completing and turning in homework when it is due. Teachers will be responsible for making homework assignments that are appropriate and promptly grading these assignments.

## **STUDENT PERFORMANCE (PROMOTION AND RETENTION)**

Students in grades seven and eight must pass four classes, three which must be core academic courses (Math, English, Science and Social Studies) to be promoted. Students' first and second semester percentage grades in each class are averaged to determine their grades for the year. If a student is retained, a conference shall be held with the student's parents or guardians in order to review and discuss the reasons for retention.

Any student in grade seven or nine who did not score Proficient or Advanced in Literacy and/or Math on the Benchmark test will be placed in a remedial class for a minimum of one semester. The student will remain in the remedial class until proficiency is demonstrated. The student will receive a grade on their report card, but this grade is not included in their GPA and they do not receive credit.

## **STUDENT CLASSIFICATION**

To be classified as a sophomore, a student must have earned 5 academic units. To be classified as a junior, a student must have earned 10 academic units. To be classified as a senior, a student must have earned 15 academic units. To be eligible for junior activities (prom, class ring, career day, etc.), a student must be classified as a junior and enrolled in a junior level English class. To be eligible for senior activities (prom, class trip, personal days, career days, etc.), a student must be classified as a senior and enrolled in senior level English class.

## **ENTRANCE REQUIREMENTS**

Any student transferring from a school accredited by the ADE to another school accredited by the ADE shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from a home school or a school that is not accredited by the ADE shall be evaluated by the staff of the accredited school to determine the student's proper placement in the accredited school. See the Home School Policy.

Prior to the child's admission to the District:

1. Parent, guardian, or other responsible person furnishes the child's social security number, or if they request, the District will assign the child a 9 digit number designated by the Department of Education.
2. Parent/guardian or responsible person provides District with one of the following documents showing child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. Previous school records.
  - g. U.S. military I.D.
3. The parent, guardian, or other responsible person will 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.

4. The child will be appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization will be by certificate of a licensed physician or a public health department acknowledging the immunization.

### **HOME SCHOOL POLICY**

Any student who has been home schooled and wishes to attend West Side School must take tests to determine their placement and credits. If the student has completed a course in a home school setting, the student in grades 9-12 must take a semester test in that subject and make 60% or higher to receive ½ credit and a “P” for passing. West Side teachers will provide the semester test. To receive one credit, the student must make 60% on both semester tests. The student cannot take the test to receive credit unless the student can show proof that he has completed the course in a home school setting. Students entering the first through eighth grades must take a standardized test and score at or above the 50th percentile on the basic or complete test. Home school students will only be admitted during the first two weeks of either semester. After that time, the student will be unable to receive grades or credits.

### **NON-RESIDENT STUDENTS**

West Side School District will admit non-resident pupils to its schools, pursuant to A.C.A. 6-18-315, provided that the addition of non-resident pupils does not require West Side School District to add teachers or classrooms, or in any way exceed requirements and standards established by existing law. Parents must make application for their child on or before July 1 of the school year prior to admittance. Standards for acceptance of applications will be in compliance with Standards for Accreditation of Arkansas Public Schools, as adopted by the State Board of Education, and will not include an applicant's previous academic achievement, athletic or other extracurricular ability, handicapping conditions or English proficiency level.

### **MEDICATION**

The school nurse administers properly labeled prescription medication. All medications shall be in the **original container** and dispensed from the original container. Pharmacists will provide a second container to send to school upon request. **A written order from the physician is required** with the name, dosage, time to be given and possible side effects. Over the counter (non-prescription medication) will be given in properly labeled containers only and distributed by a licensed nurse. Any medication given at school requires a parent/guardian written request. Asthmatic students are allowed to carry and use their inhalers according to a physician's directions.

### **STUDENT ILLNESS/ACCIDENT**

If a student becomes too ill to remain at school and/or could be contagious to other students, the school nurse will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room until the parent/legal guardian can check the student out of school. Any accident in the school building or on the school grounds is to be reported to the nurse or to the principal's office as soon as possible.

If the student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student.

When available, current and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

### **CONTAGIOUS DISEASES**

A student of West Side School System who has suffered a contagious disease, including chicken pox, diphtheria, German measles, impetigo, infectious hepatitis, influenza, measles, meningococcal infections, mumps, pediculosis (lice infestation), poliomyelitis, ringworm, scabies, smallpox, streptococcal sore throat, typhoid fever, or whooping cough, shall be re-admitted only upon presentation of a permit from a physician. (Chapter 6, Section 3, Rules and Regulations of State Board of Health.)

A student who comes to school with an unknown rash that is not easily identified will be sent home. The student will be re-admitted only upon presentation of a permit from a physician.

## HEAD LICE POLICY

- A. 1. Teachers will send student to school nurse to check for presence of lice or eggs as necessary.  
2. The school nurse will send a report to the office stating findings as soon as head check is completed.
- B. 1. The school nurse will make the final decision about procedure to follow in each case.  
2. Student's parent/guardian will be notified to pick their child up and be shown the lice or nits and given instructions on how to properly treat and remove them.  
3. The school nurse will keep a file card on each student referred for treatment and contact with each parent. Card will include student's name, date identified with lice or nits, person notified, method of notification, action taken, date student readmitted to school and person handling case.
- C. 1. The parent must bring the student to school as soon as lice have been treated and/or nits removed.  
2. The student is readmitted only after being declared lice and nit free by the school nurse.

## VISITORS

School age-visitors are not allowed at school. No parents or adult visitors are to be on campus without first having checked in at the principal's office. All visitors, including parents and volunteers, must display a visitor's badge at all times.

## ARRIVAL AND DISMISSAL

Students being transported by means other than a school bus must not arrive before 7:50 a.m. to be provided proper supervision. Parents who bring their children are to use the gym parking lot for loading and unloading before **8:00 a.m. and after 3:00 p.m.** School is dismissed each day at 3:15 p.m. unless an early dismissal schedule is being used. Students may not remain at school after this time unless involved in a school activity.

The circle drive in front of school is restricted to buses **only** during loading and unloading of students. Buses arrive between 7:50 a.m. and 8:00 a.m. each morning and depart at 3:20 p.m.

## CLOSED CAMPUS

West Side School District maintains a closed campus policy. Students are required to remain on campus until the end of the school day. Students are not allowed to leave school for lunch. Students will either eat the lunch provided in the cafeteria or bring their lunch. **Students may not order out or have others deliver food to them on campus during the school day.**

## AUTOMOBILES

Students who have a valid driver's license and a school permit may drive their automobiles to school. Once on school property, automobiles must be in approved parking areas. Students are prohibited from returning to their automobiles or the parking lot during the school day without permission from the principal or duty teacher.

To obtain a vehicle sticker from the office, students must furnish a copy of their driver's license, proof of insurance and completed parking permit form for current year.

Driving an automobile to school is a privilege that will be suspended or revoked if abused. Unsafe operation of vehicles or violations of traffic laws will be promptly reported to appropriate law officials. There is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on school campus will be held accountable for illegal substances or any other item found in their vehicles that is prohibited by District policy.

## TEXTBOOKS

School textbooks are furnished. Students will be required to pay for the lost or damaged textbooks.

## HONOR ROLL

Each 9-weeks period, a list of students doing superior academic work will be given to the county newspaper. Semester honor roll will be based on semester averages with no grade below 80% in any subject. Straight A honor roll will require a grade of 90 or above in all subjects. Any student who enters West Side School during the school year and meets West Side standards is eligible to receive yearly honor roll recognition.

## **ACADEMIC AWARDS**

Awards consist of academic, leadership and departmental awards. An awards assembly will be held at the end of the school year to honor students who have earned recognition. High school students who are on first-semester and third nine-week honor roll will receive awards. The teachers select departmental award winners.

## **EXTRACURRICULAR ACTIVITIES**

Students are advised to participate in only one or two clubs and extracurricular activities. Students must pass four academic subjects the semester prior to participation and have a grade-point average of 2.00. A student may hold the office of President in only one class or club. Students for any elected or appointed position must meet these requirements. Class president must have a cumulative 3.0 GPA to serve on the student council and student council members must have a cumulative 3.0 GPA.

It shall be the policy of West Side School District to adhere to the requirements established by the Arkansas Activities Association in regard to limiting and controlling interruptions of instructional time in classrooms and the number of absences for such activities.

## **PARTICIPANTS AND FANS RULES OF CONDUCT AT EXTRACURRICULAR EVENTS**

OFFENSE: Warning by game official or administrator  
CONSEQUENCE: Conference and follow-up letter

OFFENSE: Use of profanity  
CONSEQUENCE: Removal and next following game suspension

OFFENSE: Possession or use of noisemaker or laser  
CONSEQUENCE: Verbal warning. Second offense results in removal from game and next game suspension.

OFFENSE: Throwing objects onto playing area, threatening or fighting, entrance onto playing area or court during activity  
CONSEQUENCE: Immediate removal from game, suspension from one or more following games

OFFENSE: Verbal confrontation or action toward official, coach or administrator  
CONSEQUENCE: Immediate removal from game, suspension from one or more following games

OFFENSE: Refusal to leave premises or physical confrontation toward official, coach, or administrator  
CONSEQUENCE: One year suspension from all conference and tournament games and charges filed

OFFENSE: Possession of or under the influence of alcohol or illegal substances  
CONSEQUENCE: One year suspension from all conference and tournament games and charges filed

## **FUNDAMENTAL ATHLETIC ELIGIBILITY REQUIREMENTS**

1. Player must meet Arkansas Activities Association age requirements.
2. Player may participate only during the first eight semesters of high school.
3. Prior to participation, player must meet requirements of Arkansas Activities Association which are:
  - A. Obtaining a 2.0 grade-point average
  - B. Pass 4 academic courses (3 of which are core curriculum) during the previous semester.
4. All players must have a physical examination before the first practice in any sport.
5. Unless legally adopted by other persons, the residence of a player is taken to be that of his family.

**EXPECTATIONS OF PARTICIPATING ATHLETES**

1. Students are expected to be on time for all practices/games.
2. Students who are constantly in the principal’s office for wrongdoing are subject to discipline by the coaches.
3. West Side School does not provide accident insurance for its athletes, but strongly encourages athletes to purchase their own insurance.
4. To meet state requirements and to ensure the safety and expediency of transporting athletes, managers and chart keepers to games, the following guidelines are set forth:
  - A. Boys and girls may sit together.
  - B. Interior bus lights will be left on.
  - C. Supervisors call roll before leaving West Side School and before leaving the school where games were played. When leaving an away game site, if a student is missing without prior approval, his parents will be notified. If parents are unavailable, the supervisor will notify the principal or superintendent.
  - D. Students who ride with their parents to the game should notify the coach during the school day. It is the student's responsibility to be on time for the game or activity. After game is concluded, parents assume full responsibility for student's return trip. Students riding the bus to game site will return on the bus after game or activity.
  - E. A list of all athletes, managers, scorekeepers, and their phone numbers will be left in school mailbox for every trip. The coach and bus driver will also have a list.
  - F. The coaches chart bus routes to games and put approximate times buses will return to school.
  - G. At away games, students are not to leave gym or activity until final game is completed unless they are leaving to go home early as prearranged by the coach.
5. Use of tobacco products is prohibited.
6. Use of drugs and alcoholic products is prohibited during the season of any sport. The season is defined as the period from first day of practice until conclusion of last event. If coaches have definite proof that an athlete has been under the influence of drugs or alcoholic beverages, the athlete will be expelled from the team for remainder of season.

**ATHLETIC AWARDS PROGRAM**

Athletes must complete the season in good standing to receive any athletic award. High school athletic awards program is held at the end of the year to honor those students who have earned recognition for athletic achievement.

**ATHLETIC AWARDS CHART**

| <b>Sport</b>  | <b>1<sup>ST</sup> Year</b> | <b>2<sup>ND</sup> Year</b> | <b>3<sup>RD</sup> Year</b> | <b>Individual Trophies</b>   |
|---|----------------------------|----------------------------|----------------------------|--|
| <b>Junior High Basketball</b><br>Must compete in 10 quarters to letter in any one year. Patches given only if district winner.                    | Certificate                | Trophy                     | Plaque                     | Best Free Throw % - Must have at least 20 attempts.<br>Best Field Goal % - Must have at least 40 attempts.<br>Most Rebounds<br>Most Valuable Player- Coach’s decision.<br>Defensive Award - Coach’s decision   |
| <b>Senior High Basketball</b><br>Must compete in 16 quarters to letter in any one year. Patches given only if district, regional or state winner. | Certificate                | Jacket                     | Plaque                     | Best Free Throw % - Must have at least 30 attempts.<br>Best Field Goal % - Must have at least 60 attempts.<br>Most Rebounds<br>Most Valuable Player – Coach’s decision.<br>Defensive Award - Coach’s decision. |
| <b>Junior High Cheerleading</b>   | Certificate                | Trophy                     | Plaque                     | Most Valuable Cheerleader - Sponsor’s decision.  |
| <b>Senior High cheerleading</b>   | Certificate                | Jacket                     | Plaque                     | Most Valuable Cheerleader -Sponsor’s decision.   |
| <b>Junior High Quiz Bowl</b>  | Certificate                | Trophy                     | Plaque                     |  |
| <b>Senior High Quiz Bowl</b>  | Certificate                | Jacket                     | Plaque                     |  |

**ATHLETIC AWARDS CHART (continued)**

| <b>Sport</b>   | <b>1<sup>ST</sup> Year</b> | <b>2<sup>ND</sup> Year</b> | <b>3<sup>RD</sup> Year</b> | <b>4<sup>th</sup> year</b> | <b>Individual Trophies</b>  |
|--|----------------------------|----------------------------|----------------------------|----------------------------|---|
| <b>BASEBALL</b><br>Must play in 40% of the games played to letter in any one year.                   | Certificate                | Trophy                     | Jacket                     | Plaque                     | Highest Batting Average<br>Pitcher with Best E.R.A.<br>Most Valuable Player - Coach's decision.             |
| <b>SOFTBALL</b><br>Must play in 40% of games played to letter in any one year.                       | Certificate                | Trophy                     | Jacket                     | Plaque                     | Highest Batting Average<br>Defensive Player - Coach's decision.<br>Most Valuable Player - Coach's decision. |
| <b>TENNIS</b><br>Must win one regular season or district tournament match to letter in any one year. | Certificate                | Trophy                     | Jacket                     | Plaque                     | Most Valuable Player - Coach's decision.  |
| <b>GOLF</b><br>Must compete in a match against another school to letter in any one year.             | Certificate                | Trophy                     | Jacket                     | Plaque                     | Medallist Award - Athlete with lowest score at district match.  |
| <b>Cross Country</b> Must compete in 75% of the meets or compete in the state track meet             | Certificate                | Trophy                     | Jacket                     | Plaque                     | Most Valuable Runner - Coach's decision.  |
| <b>Band &amp; Choir</b>  | Certificate                | Trophy                     | Jacket                     | Plaque                     | Most Valuable Member - Sponsor's decision.  |

**FIRE DRILLS**

A fire drill will be held monthly. Fire or fire drill signal will be short non-stop intermittent rings of the bell. Evacuation routes are posted in all areas of the school. When the signal is sounded, steps to be taken are as follows:

- A. Students immediately walk to a designated area a safe distance from building.
- B. Teachers call class rolls and account for all students under their supervision.
- C. Students remain in designated area until principal or fire marshal indicates their safe return to class.

**TORNADO DRILLS**

Tornado drills will be held at planned times throughout the school year. The signal for a tornado drill is the continuous ringing of the school bell. When the signal for a tornado drill is sounded, steps to be taken are as follows:

- A. Students immediately walk to a designated area in hall.
- B. Students then assume a sitting position facing the wall with heads down and arms covering their heads.
- C. Students remain in hall until the principal or tornado marshal indicates their safe return to class.

**BUS EVACUATION DRILL (FIRE)**

The signal for a bus evacuation drill (fire) is the verbal command of the bus driver. When the command is given, steps to be taken are as follows:

- A. Students exit bus (half through front door and half through back door) to an area designated by bus driver.
- B. Students remain in designated area until bus driver indicates their safe return to the bus.

**BUS EVACUATION DRILL (TORNADO)**

Signal for a tornado bus evacuation drill is the verbal command of bus driver. When command is given, steps are:

- A. Students exit bus (half through front door and half through back door) to an area designated by bus driver.
- B. If buses are loading or unloading in front of school, students should enter the school building and follow steps taken during a normal tornado drill at school.

If buses are en route to school or in process of returning students to their homes, the steps are as follows:

- A. Students exit the bus (half through front door and half through back door) and proceed to nearest ditch. Students should lie face down with their arms covering their heads.
- B. Students remain in this position until bus driver signals their safe return to the bus.

## **STUDENT-TEACHER CONFERENCES**

All teachers, except those on hall duty or completing classroom work materials, are required to be in their rooms by 8 a.m. to help students with any problems that may arise. If you feel you need additional help on class work, make an appointment to meet with the teacher during this time before school or during that teacher's conference period.

## **PARENT-TEACHER CONFERENCES**

All conferences with parents or guardians shall be scheduled at a time and place to best accommodate those participating in the conference. Teachers are available for consultations but an appointment must be made through the principal's office. The school shall document participation or non-participation in required conferences.

## **CAFETERIA**

The West Side cafeteria program has a computerized lunch charge system that credits monies to the student's account. Paying in advance greatly improves the efficiency of the program. Food is to be eaten in designated areas and trays are not to be removed from the cafeteria.

Drink machines are available as a privilege for student use. If drinks are not consumed in designated areas and disposed of properly, the privilege will be revoked at the discretion of the principal.

## **LIBRARY**

The library book collection consists of non-fiction, classified according to the Dewey Decimal System, fiction and reference materials. There are also daily newspapers and a number of magazines. A trained librarian is in charge of all phases of the library. Student assistant librarians are at the circulation desk during the school day.

Except for research work, any book may be checked out for a period of one week and is subject for renewal. A fine of 5 cents is charged for each day that a book is overdue. This money is used in the purchase of library supplies. Use of the library is a privilege but failure to observe rules of the library will cause a student to be excluded from its use.

## **COMPUTER USAGE POLICY**

West Side School District makes computers and/or computer Internet access available to students, to permit students to perform research and to learn computer technology. It is the policy of this District to equip each computer designated for student use, and computers not designated for student use but which a student could access, with Internet filtering software. No student will be granted Internet access until a computer-use agreement, signed by both student and parent or legal guardian (if student is under the age of 18) on file. The current version of the computer use agreement is incorporated by reference into board policy and considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including E-mail, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face progressive disciplinary action ranging from a warning to expulsion from school.

The board of education and its employees are not responsible for any damage that may occur from the unauthorized use of the Internet, and is not responsible for any inappropriate usage by the student. The Internet is to be used at the student's own risk, and the student shall be held responsible for his or her own conduct.

## **EMERGENCY CLOSINGS**

School closings because of inclement weather or any emergency condition that may endanger students will be announced over KFFB in Fairfield Bay, KAWW in Heber Springs, and KWOZ in Batesville, also, KARK channel 4, KTHV channel 11, and KATV channel 7.

## **SCHOOL CAMERAS**

To ensure the safety of students and staff, school cameras have been installed throughout the school buildings and record activity 24 hours a day.

## **TELEPHONE**

Students will not be called to the phone except for an emergency.

## **FUND RAISING**

Any fund-raising drive for money by students, classes, or other organizations must have the authorization of the administration of the school. **All money collected in the name of the school shall be deposited with school bookkeeper the first school day following the event before 12:30 p.m.**

Expenditures of these funds shall be limited to student activities and/or projects that are beneficial to the school. Expenditures shall be approved through the club or class sponsor. Before ordering or picking up any items, approval from the principal or superintendent must be secured.

## **AIDES TO FACULTY MEMBERS**

Students may serve as aides to faculty members under the following guidelines:

1. Must have a minimum GPA of 2.0 the prior semester.
2. Must be requested by the faculty member and approved by the administration.
3. Only one student aide allowed per teacher.
4. Seventh graders are eligible only during 2nd semester.

## **FIELD TRIPS**

Field trips must be arranged by sponsors and approved by the administration.

## **SENIOR TRIP REGULATIONS**

- A. The senior class will be allowed 2 one-day trips during the school year. One trip will be taken each semester.
- B. All trips must be on a Friday unless another day is approved by the administration.
- C. The trip is a privilege that will not be afforded to seniors with excessive absences.
- D. At least one senior class sponsor and an adequate number of parents must accompany the class on each trip.
- E. All school policies, regulating actions of students during normal school hours, pertain to senior trips.
- F. West Side School furnishes a school bus for all senior trips. A licensed bus driver must drive the trip bus.
- G. The senior class will be liable for all expenses incurred for each trip. Normal expenses will include:
  1. Gasoline for bus
  2. Bus driver charges (includes regular route and trip)
  3. Driver expenses such as meals, tickets to events, etc.
  4. Sponsor and parent expenses such as meals, tickets, etc.
- H. Second senior trip must be taken by April 15 of each year.
- I. Seniors not on the senior trip must attend classes or receive an unexcused absence. Employer requests will be considered.

**COUNSELING SERVICES**

West Side School offers students guidance counseling services. The counselor works with students toward better educational, vocational and personal adjustment and to help students grow in self-understanding and self-direction.

The guidance counselor will meet with students individually and in groups to assist with any problem (educational, vocational or personal) that is of concern to the student. Students are invited to return as many times as may seem necessary to them.

**CLASS SCHEDULE CHANGES**

Students may not change their schedule of classes after the 1st week in each semester. All changes in the schedule must be made through the counselor and principal. Students should arrange their schedule to participate in baseball or softball.

**DAILY SCHEDULE**

- 1st Period .....8:10 to 9:02
- 2nd Period .....9:07 to 9:59
- 3rd Period.....10:04 to 10:56
- 4th Period.....11:01 to 11:53
- Lunch .....11:53 to 12:24
- 5th Period.....12:29 to 1:21
- 6th Period.....1:26 to 2:18
- 7th Period.....2:23 to 3:15

**CONDUCT AND DISCIPLINE**

Students will receive a copy of the policy handbook to outline the expectations of West Side School District in regard to student conduct. Parent/guardian and student will be required to sign a statement of receipt. Discipline policies were reviewed and updated by a committee representing students, teachers, parents, administrators and the school board and were adopted by West Side School Board on July 25, 2005.

**STUDENT CONDUCT**

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations that serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. It is essential that all students be treated equally and with dignity in respect to their rights and responsibilities. Students have the responsibility to pursue their education in West Side School District in a manner that shows respect for other students, faculty members, parents and other citizens. Students 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 implemented by teachers and school administrators. Each student is responsible for his own conduct at all times.

**PARENT/GUARDIAN**

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. Parents are responsible for alerting school personnel when they believe their children are experiencing difficulties at school or at home. By actively soliciting the help of the school, behavior standards may be maintained.

**TEACHERS**

Teachers are responsible for supervision of the behavior of **ALL** students in the school. Teachers are to maintain an atmosphere and decorum that promotes the learning process.

## **PRINCIPAL**

The principal disseminates rules and regulations to all students at the beginning of the year and to each new student upon registration. The principal informs parents or guardians of any student whose behavior is in serious conflict with established laws, rules, and procedures.

## **SUPERINTENDENT**

The superintendent maintains professional leadership in establishing all necessary procedures, rules, and regulations to make the board of education policies effective relating to standards of student behavior.

## **BOARD OF EDUCATION**

The board of education of West Side School District, acting through the superintendent, holds all school employees responsible for supervision of the behavior of students while legally under the supervision of the school. The board expects all employees to be concerned with student behavior when and where unacceptable behavior occurs, to take appropriate action.

## **COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent/guardian having custody or charge of any child age 5 through 17 years on or before September 15 of that year, who resides (as defined by policy) within the West Side School District will enroll and send the child to school with the following exceptions:

1. The child is enrolled in a private or parochial school.
2. The child is being home-schooled.
3. The child will not be age 6 on or before September 15 of that particular school year and parent/guardian or person having custody or charge of the child elects not to have the child attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. Any child who receives a high school diploma or its equivalent as determined by the State Board of Education.
5. Any child age 16 or above who is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. Any child age 16 or 17 who meets requirements to enroll in an adult education program. (A.C.A.6-18-201(b)).

## **ABSENTEE GUIDELINES**

West Side Board of Directors has developed a set of guidelines for promoting maximum student attendance.

Students who are absent from school bear the responsibility for making up work.

Students will be permitted to turn in all work missed (except tests) due to an absence under the following rules:

- A. The first day a student returns to school after an absence, student must ask teachers for missed makeup work.
- B. Student must complete and turn in makeup work to teacher in the number of days missed plus one or receive "0" for the grade.
- C. Student must turn in to the teacher the makeup work without the teacher asking the student for it.
- D. If a student receives a makeup assignment and is absent the day it is due, then it is due the first day they return to school.

## **HIGH SCHOOL ABSENTEE POLICY**

Students will be allowed 6 unexcused absences per semester. Students will be allowed to make up all class work, assignments, and tests for any excused absence and for the first 6 unexcused absences. Excused absences will be given only for the following reasons (must have documentation):

1. Doctor's appointment
2. Dentist's appointment
3. Counselor appointment
4. Court appearance
5. 4-H Activity
6. Death/funeral in immediate family (parent, grandparent, sibling, aunt, uncle)
7. Driver's Test (first-time written test, first-time skills test)

Regardless of the reason for absence, any student absent any portion of a school day must obtain an absentee slip for readmission to class. To receive an excused absence, official documentation verifying the reason for the absence must be presented in the office before the first period bell or upon return to school following the absence. **Students must provide the documentation within 24 hours of the absence or the absence will remain unexcused.**

Students should request official documentation of their appointment from medical facilities, court appearances, driving tests, etc. for validation of the reason for the absence. Documentation will be maintained in the high school office. Students who leave class or who are late to class while obtaining an admission slip will receive a tardy.

Parents will be notified upon the second and fourth unexcused absence by letter. Whenever a student exceeds the number of unexcused absences provided for in the district's attendance policy, the district shall notify the prosecuting authority. (A.C.A. 6-18-222) Excessive absences may be used as a basis for denial of course credit, promotion or graduation.

Credit will be denied in any class in which a student has missed more than 6 unexcused days. The attendance committee will meet to address any student missing more than 6 unexcused days in a class. The student and/or parent may request to the attendance committee that credit be given due to circumstances. The attendance committee has the final determination as to whether or not credit is given and/or what stipulation(s) accompany the decision.

## **TEST EXEMPTION**

Students have the option of being exempt from their semester test if they do not exceed the absence requirement of three days for an "A", two days for a "B" and one day for a "C". Students with "D's" and "F's" are required to take their semester tests.

Any student who misses a semester exam for any reason other than exemption must be accompanied back to school by their parents or guardians for the purpose of explaining their absence on the first day they return to school. If this procedure is not followed, the student will not be allowed to make up the exam.

Any student who voluntarily takes a semester exam will not have the grade lowered by a low test score. During semester exam days, high school students must remain at school until all exams for that day are finished. When students have finished their last exam for the day, they may leave at the midpoint bell of the testing period but not before. Parents must notify the school that their child may check out early and students must sign out through the principal's office.

## **STUDENT DROP-OUTS**

A.C.A. 6-18-222 requires each public school to notify the Department of Finance and Administration whenever a student 14 years of age or older is no longer in school. When the Department of Finance and Administration receives such notification, it shall notify the licensee (the student) by mail that his driver's license will be suspended unless a hearing is requested within 30 days.

The student may retain or regain his license by providing the Department of Finance and Administration proof that:

- A. Licensee is 17 years of age;
- B. Licensee is attending school; or
- C. Licensee has obtained high school diploma or its equivalent.

## **DISRUPTION AND INTERFERENCE WITH SCHOOL**

Due to class interruptions, delivery of flowers, balloons, etc., will be made to students from 11:53 to 12:24 and after 2:30 p.m. The schedule for placing “orders” by clubs or organizations must be cleared with both the high school and elementary administration.

No student will by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful missions, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor will any student encourage any other student to engage in such activities. Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment will not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal’s office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher’s ability to teach the students, the class, or with the ability of the student’s classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

## **SCHOOL NEWSPAPERS AND OFFICIAL PUBLICATIONS**

Students must refrain from printing obscene language or libelous material in all school publications. The school newspaper and yearbook are part of the West Side curriculum and are not a public forum. All material is subject to the approval of the sponsor and the administration. School newspapers will be sold in the main hall during lunch following each publication.

## **DISTRIBUTION OF LITERATURE**

All outside publications must have approval of the administration before being distributed.

## **SEARCH, SEIZURE, AND INTERROGATIONS**

West Side School District respects the rights of its students against arbitrary intrusion of their person and property. It is the responsibility of school officials to protect the health, safety, and welfare of all students in the District in order to promote an environment conducive to student learning. District administrators and their designees have a right to inspect and search school property and equipment. Students and their personal property that contains illegal items or other items in violation of Board policy or dangerous to the school community may be searched. School authorities may seize evidence from the search and disciplinary action may be taken. Evidence appearing to be in violation of the law will be reported to the appropriate authority.

School property will include, but is not limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness. However, searches may be done at any time with or without notice or the student’s consent. The superintendent and principals may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. A school official of the same sex will conduct personal searches with an adult witness of the same sex present.

Questioning of students by non-school personnel will be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above 18 years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal will make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

## **PATRIOTIC AND RELIGIOUS EXERCISE**

Students have the right to participate in or abstain from such exercises as the flag salute, oaths or pledges, anthems and religious observances. Students have the responsibility to respect the choice of those who choose to participate in or abstain from such exercises. Parents and students have the responsibility to express to administrators, for appropriate action, their religious or ethical objections to participating in selected features or class activities.

## **GRIEVANCE--DUE PROCESS**

Students 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. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct.

Principals and teachers have the responsibility to follow board-established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for a conference when needed and to arrange with proper school authorities for desired student hearings.

## **SEXUAL HARASSMENT**

West Side School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the District does not tolerate sexual harassment and the students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejections of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive environment.

The terms "intimidating", "hostile", and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's sexual activities.

Students who believe they have been subjected to sexual harassment, or parents or a student who believe their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process.

Under no circumstances shall a student be required to first report the allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment or individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

## **AREAS OFF-LIMITS FOR STUDENTS**

Students are not allowed in the following areas without proper supervision: stage, behind school buildings, between elementary and buildings, behind or on the east side of the gymnasium, outside fenced areas, in the parking lots, or in the teacher workroom.

## **INFRACTIONS TO AVOID**

The following activities are considered infractions of improper conduct and subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and/or notification of law enforcement officials. The violations of a rule occur whether the conduct takes place on or off the school grounds at any time, at any other school supervised activity, function or event, bus stops, or en route to and from school. Below each rule is a standardized list of disciplinary actions. 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 student has other rule infractions. The administration may administer a lesser form of discipline, depending on the age of the student(s) involved, the degree of guilt and other factors that may affect a particular situation.

A.C.A.6-17-113 requires school administrators to report all felonies or other violent criminal acts to the appropriate local law enforcement agency and to the district for resolution. Discipline notices will be completed for any student involved in a situation requiring disciplinary action.

### **RULE 1. DISREGARD OF DIRECTION OR COMMANDS (INSUBORDINATION/DISRESPECT FOR AUTHORITY)**

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers or other authorized personnel. Students shall show reasonable respect when dealing with personnel having positions of authority. Any form of disrespect, including "back talk and/or smart remarks" made directly or indirectly will not be tolerated.

- A. Paddling at discretion of administration or 3 day in-school suspension.
- B. Suspension (3 days).
- C. Suspension and/or expulsion at discretion of administration.

### **RULE 2. STUDENTS UNDER INFLUENCE OF ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, OR PRESCRIPTION/NON-PRESCRIPTION DRUGS/PRODUCTS**

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

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

Prohibited substances will include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs", look-alike drugs, or any controlled substance. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Violation will result in disciplinary action including, but not limited to, suspension or expulsion from school and notification of appropriate law enforcement authorities.

**RULE 3. STUDENT ABSENCE FROM SCHOOL OR CLASS WITHOUT PERMISSION**

A student shall not be absent from school or class without parent and/or school authorities prior knowledge and consent. After arrival on campus, a student absent from his assigned learning station without permission from school authorities shall be considered as truant. High school students shall sign out and back in when leaving their assigned classroom for any reason and for any length of time. Students must have a handbook hall pass with them anytime they are out of the classroom. Parents must notify school personnel by phone or in person that a student has permission to leave school.

- A. Paddling or in-school suspension at discretion of administration.
- B. Suspension (3 days).
- C. Suspension at discretion of administration

**RULE 4. WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND**

A student shall not possess, handle or transmit matches, cigarette lighters, fireworks, explosives, razor, knife, ice pick, pellet gun, sling shot, firearms or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials. Students violating this rule shall be subject to disciplinary action including, but not limited to, confiscation of the contraband, suspension or expulsion from school. A.C.A. 6-18-507 requires any student who brings a firearm or other weapon upon a school campus to be expelled for not less than one year. The superintendent shall have the discretion to modify expulsion requirements for a student on a case-by-case basis.

**RULE 5. PHYSICAL AND VERBAL ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE/SCHOOL STRUCTURE**

A student who commits assault and/or battery upon a member of the faculty or staff of West Side School District shall be expelled from West Side School District and reported to the appropriate law enforcement agency. A.C.A. 6-18-502. Students are to treat school employees with respect and courtesy. A student shall not cause, attempt to cause, or threaten to cause physical injury to a West Side School employee.

All assaults, physical or verbal, or other criminal acts committed against a West Side employee by an enrolled student shall be reported to the appropriate law enforcement agency. (A.C.A.6-17-113.) Penalty: minimum suspension to maximum of expulsion. A.C.A. 6-17-106 makes it unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school teacher during the course of his or her duties. Violation results in a misdemeanor and a fine.

**RULE 6. PHYSICAL/VERBAL ABUSE, BULLYING/HARASSMENT, OR ASSAULT BY A STUDENT ON ANOTHER STUDENT**

A student shall not threaten or attempt to cause injury or physical harm to another student, nor shall a student strike another student. Students are to treat fellow students with respect and courtesy. Horseplay and physical teasing are forbidden. Profanity, rude and abusive language, and actions considered bullying are deemed abuse and harassment, and are forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. "ABUSE" means to wrong in speech, reproach coarsely, disparage, revile or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

"BULLYING" is defined as any written or verbal expression or physical act or gesture, or a pattern there of that is intended to cause distress or fear upon one or more students. Students will be found violating this policy if their conduct has been found to have the effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive to limit the student's ability to participate in, or benefit from, an educational program or activity. Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated bus stops, at school-sponsored activities, or at school-sanctioned events. Attempts at retaliation or reprisal in any form against a person filing a complaint will be considered a violation of this rule and be subject to disciplinary action.

Discipline is at discretion of administration.

**RULE 7. FIGHTING (BOTH PARTIES WILL BE PUNISHED)**

Students shall not hit, kick, scratch, push or physically confront each other.

- A. Paddling (3 swats) or suspension (3 days).
- B. Suspension (5 days) and placed on probation.
- C. Suspension (10 days) and recommend expulsion.

**RULE 8. THEFT, EXTORTION, AND GAMBLING**

A student shall not cause or attempt to cause damage or steal or attempt to steal property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat.

- A. Suspension (5 days), placed on probation, and restitution
- B. Suspension (10 days), recommend expulsion, restitution

**RULE 9. DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor.

- A. Suspension (5 days) plus payment or restitution.
- B. Suspension (10 days) plus payment or replacement cost and recommended expulsion.

**RULE 10. BOMB THREAT**

Any student involved in a bomb threat, whether real or false, against West Side School District shall be subject to disciplinary action including, but not limited to, suspension or expulsion from school.

**RULE 11. PROFANITY**

A student shall not use abusive, vulgar, racially degrading or irreverent language on the school campus or at school activities at any time.

- A. Paddling or in-school suspension at discretion of administration.
- B. Suspension (3 days) and conference with counselor.
- C. Suspension (5 days) and student/parent/principal conference.

**RULE 12. PORNOGRAPHY/INAPPROPRIATE MATERIAL**

Discipline at discretion of the principal.

**RULE 13. MISBEHAVIOR IN THE CAFETERIA**

Discipline is at the discretion of the cafeteria monitor and/or the administration.

**RULE 14. TARDINESS**

A tardy is issued when a student is absent from a class for a period of 10 minutes or less. If a student misses more than 10 minutes in a class, he/she will be considered absent. Five minutes are allowed between classes for students to move from one class to another. Students who are not in their assigned classroom when tardy bell rings will be recorded as tardy and sent to the office for a tardy slip. Disciplinary action each semester is taken when a student has their 3rd tardy recorded in the office. The principal will consider extenuating circumstances.

Disciplinary action will be as follows:

- A. Third Tardy - Paddling (3 swats) or one day in ISS.
- B. Fifth Tardy - Two days in ISS.
- C. Seventh Tardy - One day suspension from school.
- D. Eighth Tardy - Three day suspension.

**RULE 15. PERSISTENT DISREGARD FOR SCHOOL RULES**

Persistent disregard for school rules will result in suspension and/or expulsion at the discretion of administration.

## **RULE 16. APPEARANCE AND DRESS CODE**

Students are expected to dress appropriately and groom themselves for school attendance in a way that promotes personal pride. Student school attire should adhere to accepted standards of decency and not be disruptive or distracting to classroom activity or pupil behavior. Admission to class will not be permitted until student appearance and dress complies with this policy. This policy applies to all school functions and extracurricular activities.

First period teachers will have the primary responsibility to evaluate student dress. However, students are accountable every period for meeting the dress code. Students not meeting dress code standards will be sent to the office. Appropriate steps will be taken to bring the students into compliance. This may include being sent home to change clothes. This list is not meant to be exhaustive; rather, it is intended to provide some idea of acceptable standards of dress. Members of the faculty/staff will use their professional judgment when enforcing this policy.

**Shorts, Skirts and Pants:** Shorts, skirts, and other dress apparel must be worn at a length appropriate to present a modest, neat, and clean appearance. Appropriate length shall be defined as clothing striking the student at the middle of the thigh while standing. Shorts defined as walking shorts are permissible. Short shorts are not permitted.

Clothing with holes or tears above mid thigh is not permissible. Clothing worn in such a way as to expose undergarments while sitting, standing, or bending will not be permitted. Clothing deemed to be sleepwear (i.e. lounging pants, etc.), or intended to be worn, as undergarments are not appropriate for school wear. Boxer shorts will not be allowed. Clothing with lettering across the buttocks is not permitted.

**Shirts/Tops:** Shirts and tops for all students must cover the entire shoulder area. Dresses, tops, or cutoff shirts that expose any part of the midriff or back while sitting, standing, or bending are not permitted. Any type of see-through shirts and tank tops are not permitted. Shirts and tops must not reveal cleavage, whether sitting, standing, or bending. Shirt and top lengths must be long enough to be tucked into pants, shorts, etc. Shirts with vulgarities, obscenities, or insinuations of such will not be permitted. Any shirt that refers to tobacco, alcohol products, or other illegal substances will not be permitted.

**Shoes:** Shoes must be worn at all times. House shoes are not permitted.

**Gang Apparel:** Any clothing or manner of dress considered being associated with or resembling “gang” attire is not acceptable. This includes but is not limited to sagging clothing, hanging shoulder straps, and clothing with unacceptable images or wording. Bandanas are not permitted.

**Hats and Sunglasses:** Hats and sunglasses may only be worn outside.

**Facial Jewelry:** Facial jewelry and body piercing are not acceptable or appropriate during school hours and school activities and will not be permitted.

Disciplinary action:

- A. Student will be required to come into compliance with the dress and grooming policy or may be sent home. Personal items may also be confiscated at the discretion of the administration.
- B. Out of school suspension at the discretion of administration
- C. Suspension and/or recommendation of expulsion.

## **RULE 17. LOITERING BY SUSPENDED STUDENTS**

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter such building or be present on school grounds. Student may be arrested and charged in accordance with A.C.A. 6-21-607.

**RULE 18. SMOKING AND SMOKELESS TOBACCO**

West Side students are prohibited from possessing or using tobacco or tobacco products on school grounds, including school buses. All tobacco products will be confiscated and will not be released.

Disciplinary action will be:

- A. In-school suspension (3 days) or paddling at discretion of administration.
- B. Suspension (3 days).
- C. Suspension (10 days) and expulsion.

**RULE 19. VIOLATION OF PARKING AND DRIVING REGULATIONS**

A student using any vehicle as a means of transportation to and from school shall not violate rules and regulations set forth by the school principal. Unsafe driving and traffic violations will be reported to law enforcement officials.

Disciplinary action will be:

- A. Suspension of privilege at discretion of administration.
- B. Loss of privilege.

**RULE 20. PHYSICAL DISPLAY OF AFFECTION**

Physical display of affection shall be limited to holding hands. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action.

Disciplinary action will be:

- A. In-school suspension (3 days) or paddling (3 swats).
- B. Suspension (3 days).
- C. Suspension and/or expulsion at discretion of administration.

**RULE 21. GUM, CANDY, OR OTHER**

West Side students are prohibited from chewing gum, candy, or other objects considered being a distraction in any school area (including school buses) during school hours.

Disciplinary action will be:

- A. Cleaning duty assigned.
- B. Paddling (3 swats) or in-school suspension (3 days).
- C. Discipline at discretion of the administration.

**RULE 22. LYING AND CHEATING**

Discipline is at discretion of teacher and principal.

**RULE 23. MISBEHAVIOR ON THE SCHOOL BUS**

West Side students are to follow the bus policy in the student handbook.

Disciplinary action will be:

- A. Suspension from bus (1 day).
- B. Parent/bus driver/student/principal conference and suspension (3 days) from the bus.
- C. Discipline at discretion of administration (including expulsion from bus).

**RULE 24. DISRUPTIVE BEHAVIOR IN THE CLASSROOM**

Students shall not act in a manner that disrupts the educational process in the classroom. Teachers are expected to maintain orderly classrooms and to attempt to correct any misbehavior. The teacher may, at his/her discretion, use a variety of disciplinary measures to improve the situation. This may include but is not limited to assigning cleaning duty, writing assignments, classroom detention, etc. If the student does not respond appropriately to the teacher's efforts, the teacher will document his/her efforts on a discipline notice and refer the student to the principal's office.

Disciplinary action will be:

- A. Student/teacher/principal conference and paddling or in-school suspension at discretion of administration.
- B. In school suspension or suspension.
- C. Suspension and student/parent/teacher/principal conference.
- D. Suspension (10 days) and expulsion.

**RULE 25: LASER POINTERS**

Students will not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event.

School personnel will seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year or when the student is no longer enrolled in the West Side School District.

**RULE 26 CELL PHONES AND OTHER DISRUPTIVE DEVICES**

Student shall not possess a paging device, beeper, cell phone or similar electronic communication device, radio, stereo, or other portable musical device that is turned on during school. Turning on the devices after school is permissible.

Disciplinary action will be:

- A. Confiscation of the item, contact parent and 1 day ISS.
- B. Confiscation of the item until semester's end notify parent and 2 days ISS.
- C. Confiscation of the item until semester's end and 1 day OSS.

**RULE 27. SOLICITATION BY STUDENTS**

West Side School students cannot solicit for any non-profit, charitable, religious, political, commercial or other society, organization or association in the name of West Side School, unless it is directly associated with West Side School.

Students may not sell any item for personal gain on campus at any time.

West Side School organizations, associations, and society or members thereof may not solicit without prior approval of the superintendent and/or principal.

Discipline will be at the discretion of the administration.

**RULE 28. CONDUCT AT AFTER-SCHOOL EVENTS**

Students and guests of students attending after-school activities including athletic events, dances, and class or club activities must comply with any and all reasonable requests made by school personnel or parent chaperones. All students and their guests must remain in designated areas for these events.

**RULE 29. GANGS AND GANG ACTIVITY**

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

The following actions are prohibited by students on school property:

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

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

**RULE 30. BEHAVIOR NOT COVERED ABOVE**

The West Side School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools. A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, gang activities/behavior, sexual harassment or other conduct that would tend to impair the discipline of the school or harm other pupils or employees, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

**CORPORAL PUNISHMENT--BOARD POLICY**

The board of directors recognizes the need for firmness in dispensing with problems calling for disciplinary action in any school setting, on any school property or at any school-sponsored event. The board further recognizes that the principal and faculty of the school must be in a position to take disciplinary action if the atmosphere for learning is to be maintained. All disciplinary action should contribute to the general welfare of the school or class as a whole and should be directed towards the positive improvement of citizenship of the group or individual. A.C.A. 6-18-505 allows corporal punishment to be administered in the presence of a school administrator or his/her designee (a teacher or administrator employed by the school district). The board directs that any certified employee may administer corporal punishment provided that such punishment will be administered according to the following requirements:

- A. Corporal punishment shall not be administered to any student until a witness (a school administrator or his designee) has been summoned and advised in student's presence of the reason for the contemplated punishment and after the student has been given opportunity to explain the reason for his actions or to deny the charge.
- B. The witness shall observe the administration of the corporal punishment.
- C. Corporal punishment shall never be administered in the presence of other students nor shall it be neither excessive nor administered in a spirit of malice or anger.
- D. A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment. The report shall give the reason for punishment.
- E. The parent or guardian, upon request, shall be provided a written explanation.
- F. It shall be administered to the lower posterior only.
- G. Refusal to accept corporal punishment may result in suspension.

## **SUSPENSION**

Students absent from school cannot benefit from educational opportunities the school environment affords. Administrators, therefore, will strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school.

The Board authorizes school principals to suspend students for disciplinary reasons for a period of time not to exceed 10 school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs at any time on the school grounds; off school grounds at a school-sponsored event, function or activity; going to and from school or school activity.

A student may be suspended for behavior, not limited to which:

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

The school principal will proceed as follows in deciding whether or not to suspend a student:

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardians(s) prior to the suspension. Such notice will be handed to parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

Out-of-school suspension will be treated as unexcused absences and during the period of suspension students will not be permitted on campus except to attend student/parent/administrator conference. In-school suspension will be treated as if the student was present at school. Suspensions initiated by the principal may be appealed to the Superintendent, but not the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

## **EXPULSION**

The Board of Education may expel a student for a period longer than 10 school days for violation of the District's written policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff. The Superintendent or his/her designee will give written notice to parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state reasons for the recommendation to expel. The notice will give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing will be conducted not earlier than 10 school days following the date of notice, except that representatives of the Board and student may agree in writing to a date not conforming to the limitation. The President of the Board, Hearing Officer, or other designated Board member will preside at the hearing. The student may choose to be represented by legal counsel. The hearing will be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action by the Board will be in open session. During the hearing, the Superintendent will present evidence, including the calling of witnesses who gave rise to the recommendation of expulsion.

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

The Superintendent will recommend the expulsion of any student for a period of not less than 1 year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent will, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation will be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents of legal guardians will sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

### **SCHOOL BUS TRANSPORTATION**

School buses are operated by West Side School District as an accommodation to students and parents. Riding a bus is a privilege. Bus regulations, if broken, may lead to suspension from riding the bus, suspension from school or expulsion. Students and parents have the responsibility to abide by the bus riding regulations. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds.

Bus drivers have the responsibility for obeying all traffic laws and safety procedures, for supervising the behavior of students assigned to them and for reporting to the school principal those acts of student conduct which are contrary to law, school regulation 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 of the student, parent and driver of his disposition of the case. Parents have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary.

### **POLICIES FOR STUDENTS RIDING SCHOOL BUS**

Violation of the following rules will result in disciplinary action as outlined in the student handbook:

RULE 1. Students shall remain seated while on the bus.

RULE 2. All objects shall be kept inside the bus.

RULE 3. Students shall not act in a vulgar or disruptive manner.

RULE 4. All talking shall be kept to a whisper.

Essential guidelines to ensure the safety of students riding the bus are:

- A. Students shall be at the bus stop at scheduled time. Students are to stand back about ten feet from the bus stop and wait until the door is open before moving closer to the bus. Students are not to play on the highway or road. If the bus is missed, no student should attempt to hitchhike or walk to or from school.
- B. While loading or unloading, students shall enter or leave the bus orderly and quickly.
- C. While riding bus, students are under supervision of the driver and must obey the driver at all times. The principal has the authority to temporarily suspend a student from riding the bus.
- D. Students are not to distract the attention of their driver or disturb other riders on the bus.
- E. No knives or sharp objects of any kind are allowed--neither firearms, pets nor other living animals, etc.
- F. Students are not to tamper with any safety devices such as door latches, fire extinguishers, etc. Pupils must stay seated while the bus is in motion and must not move while it is stopped except as the driver directs. Pupils are not to put their hands, arms, heads or bodies out of the window. Yelling at anyone outside the bus is not allowed.
- G. Students are not to deface the bus or any school property. Students shall not write on the bus or damage seats, etc. Paper, food or other objects shall not be thrown on the bus floor. The bus aisle shall be kept clear from books, lunches, coats, etc. Feet shall not be in the aisle.

- H. A.C.A. 6-21-609 makes it illegal to smoke on school buses. Penalty for violating this law is a fine ranging from \$10 to \$100.
- I. A.C.A. 5-60-113 makes it unlawful to threaten, curse or use abusive language to a school bus driver in the presence of students in this state. Any person who violates the law shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of no less than \$25 nor more than \$100.
- J. A pupil shall not ask the driver to let him off the bus at any place except his regular stop.
- K. If a student has to cross a road to enter the bus, he shall always try to be on the right side of the road waiting on the bus. If he arrives at the stop as the bus approaches the stop, he shall wait until the bus has come to a complete stop and the driver has signaled for him to cross in front of the bus (unless the driver directs him differently).
- L. Pupils who cross the road after leaving the bus must go to a point on the shoulder of the road ten feet in front of the bus. They shall cross the road on the driver signals.
- M. Pupils cannot ride any bus except their own. Visitors are not allowed except in an emergency and permission must be secured from the principal. Pupils must have a signed permission note from their parents to ride another bus.
- N. This is a general guide. The driver may find it necessary to interpret these policies in light of his/her own bus needs.
- O. Riding the school bus is a privilege not to be abused.

### **GUIDELINES FOR SCHOOL-SANCTIONED DANCES**

- A. West Side School students, grades 7-12, and their guest will be allowed to attend. West Side School students will be responsible for the actions of their dates.
- B. All students attending a dance must sign in and sign
- C. Any student deemed to be under the influence of alcohol or drugs will not be admitted to the dance. West Side students will be punished according to the student handbook. If the student is from another school, he/she will be turned over to the authorities and their school notified the next school day.
- D. No profanity will be permitted.
- E. No vulgar display of dancing will be permitted.
- F. Two or more sponsors will be provided by the sponsoring organization, and must be certified school personnel. Parents will be welcome to attend for observation purposes.
- G. The length of each dance shall be at the discretion of the principal.
- H. Any student who leaves a dance will not be permitted to return and will also be required to leave the school grounds when leaving a dance.
- I. West Side students may bring guests not currently enrolled at West Side School only under the following conditions:
  1. Guest must be pre-registered in high school principal's office by noon the day before the dance and receive approval by the principal.
  2. West Side students and guests must arrive and leave the dance together.
  3. Guests must be attending high school.

### **PROM GUIDELINES**

**Guidelines for the prom will be the same as all school dances as noted above with the exception of the following; West Side schools students, grades 11 and 12 and their dates will be allowed to attend. Dates must be at least in the ninth grade and no older than 21 years of age.**

## **DISCRIMINATION**

West Side School does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap (disability) or veteran. West Side School complies with and fulfills all regulations of Title VI of Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title IX of the Educational Amendments of 1972 concerning admission, treatment of students and employment of personnel. As required in these entitlements, the above mentioned school district does not discriminate and provides equal access and opportunity regardless of sex, race, religion, color, creed or handicap in the educational, vocational programs and activities which it operates or administers.

If a student or person acting in behalf of a student feels the student is being discriminated against because of race, sex, national origin, age or handicap, they should contact the equity coordinator.

## **CLOSING REMARKS**

This handbook is not intended to be all inclusive. It does not contain all the rules, regulations, and procedures that are needed for the efficient and effective function of West Side School as an educational institution. New information will be given and new rules will be made to fit each new situation that might occur.

## **WEST SIDE SCHOOL ALMA MATER**

A toast to you, our school of green and white,  
We will protect your honor and your right.  
In you we place our trust and all our fears,  
For guidance, hope and truth throughout the coming years.  
To you we pledge our love and loyalty,  
And faithful to this oath we'll always be,  
For we will keep your honor in the right-  
Day and night.  
Hail, West Side! West Side!

David Gruber, Class of 1965