



West Side  
Elementary School  
Student Handbook  
2009-2010



**STATEMENT OF RECEIPT OF 2009-2010**  
**WEST SIDE PUBLIC SCHOOL DISTRICT STUDENT HANDBOOK**

WEST SIDE SCHOOL BOARD AND ADMINISTRATION REQUEST THAT PUPILS AND PARENTS BECOME FAMILIAR WITH WEST SIDE SCHOOL DISTRICT POLICIES. THESE POLICIES HAVE BEEN WRITTEN BY A COMMITTEE OF STUDENTS, PARENTS, TEACHERS, SCHOOL BOARD MEMBERS AND ADMINISTRATORS; ADOPTED BY THE LOCAL BOARD OF EDUCATION; AND APPROVED BY THE STATE DEPARTMENT OF EDUCATION.

TO ENSURE EVERY STUDENT HAS RECEIVED A COPY OF THIS STUDENT HANDBOOK, STATE LAWS (6-18-502, 6-18-505) REQUIRES DOCUMENTATION OF STUDENT AND PARENT RECEIPT OF STUDENT DISCIPLINE POLICIES. THIS DOCUMENT WILL BE INCLUDED IN STUDENT FILES.

**MARK YOUR CHOICE(S) ON ITEMS 1 AND 2.**

1. **SCHOOL NURSE MAY ADMINISTER THE FOLLOWING TO MY CHILD:**  
 NON-ASPIRIN TABLETS  
 BENADRYL
  
2. **MY CHILD CAN NOT BE PADDLED.**  
 EVEN THOUGH STATE LAW ALLOWS SCHOOL OFFICIALS TO USE CORPORAL PUNISHMENT, I PREFER THAT MY CHILD NOT BE PADDLED AT SCHOOL. I REALIZE THAT THIS MAY RESULT IN MY CHILD BEING SUSPENDED FROM SCHOOL IF HE/SHE VIOLATES THE HANDBOOK POLICIES OR RULES.

**MY CHILD CAN BE PADDLED.**

- I HAVE NO OBJECTION TO MY CHILD BEING PADDLED DUE TO THE VIOLATION OF SCHOOL OR CLASSROOM POLICIES OR RULES.

I UNDERSTAND THAT A.C.A. 6-18-507 MAKES IT A CRIME FOR A LEGAL GUARDIAN OF MINOR WITH WHOM THE STUDENT RESIDES, WHO KNOWS THAT MINOR IS IN ILLEGAL POSSESSION OF A FIREARM IN OR UPON THE PREMISES OF A PUBLIC OR PRIVATE SCHOOL, IN OR ON THE SCHOOL'S ATHLETIC STADIUM OR OTHER FACILITY OR BUILDING WHERE SCHOOL SPONSORED EVENTS ARE CONDUCTED, OR PUBLIC PARK, PLAYGROUND OR CIVIC CENTER AND TO FAIL TO PREVENT THE POSSESSION OR FAILS TO REPORT THE POSSESSION TO THE APPROPRIATE SCHOOL OR LAW ENFORCEMENT OFFICIALS.

BY MY SIGNATURE I ACKNOWLEDGE THAT I HAVE RECEIVED A STUDENT HANDBOOK THAT GOVERNS THE POLICIES OF THE WEST SIDE SCHOOL DISTRICT.

\_\_\_\_\_  
STUDENT NAME (PRINT)                      STUDENT SIGNATURE                      DATE

\_\_\_\_\_  
PARENT/GUARDIAN NAME (PRINT)                      PARENT/GUARDIAN SIGNATURE

## **PREFACE**

The administration, board of education, parents, students and faculty have prepared this handbook to assist pupils and parents in becoming more familiar with the policies, regulations, requirements, activities, and traditions of West Side School. This handbook, when properly used, can help students enjoy more fully the school and the opportunity it affords.

With the hope that it will promote loyalty, honesty, sportsmanship, school pride, and a genuine spirit of understanding, this handbook is sincerely dedicated to the young men and women of West Side School.

To insure that parents and students acknowledge that the student has received a copy of the West Side Student Policy Handbook that governs the policies of the West Side School District, each student and his parent or guardian are required to sign the statement of receipt, which is located in the front of this handbook. If you have any questions, please contact us.

<b>SUPERINTENDENT'S OFFICE</b>	<b>501-825-6258</b>
<b>Superintendent Steve Lucas</b>	
<b>Steve.Lucas@westside.afsc.k12.ar.us</b>	<b>Ext. 102</b>
<b>HIGH SCHOOL OFFICE (Grades 7-12)</b>	<b>501-825-7241</b>
<b>Principal Rick Waters</b>	
<b>Rick.Waters@westside.afsc.k12.ar.us</b>	<b>Ext. 106</b>
<b>ELEMENTARY OFFICE (Grades K-6)</b>	<b>501-825-7744</b>
<b>Principal John T. Long</b>	
<b>John.Long@westside.afsc.k12.ar.us</b>	<b>Ext. 109</b>
<b>COUNSELOR'S OFFICE (Grades K-12)</b>	<b>501-825-7241</b>
<b>Counselor Judy Brunson</b>	<b>Ext. 103</b>
<b>Counselor Mollie Mills</b>	<b>Ext. 116</b>
<b>SCHOOL FAX NUMBER</b>	<b>501-825-7744</b>
<b>SCHOOL WEBSITE</b>	<b><a href="http://westside.afsc.k12.ar.us">http://westside.afsc.k12.ar.us</a></b>

**2009-2010 Handbook Committee:**  
**Stacy Akers-Faculty, Kayla Hipp-Student, John Long-Principal,**  
**Paul Moore-Board Member, Evelyn Southerland-Parent**

## **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 which offer a broad scope of opportunities for a student's individual goals and aspirations.

Philosophies and goals identified for West Side Schools are:

- To achieve the greatest education possible for each student and offer disciplined learning environments conducive to learning.
- To promote in each student self-confidence, self-esteem, positive self-image, and other qualities of emotional stability.
- To teach students the skills of thinking to be adept at solving problems and developing new ideas throughout life.
- To instill within each student basic moral responsibilities and successful social attitudes necessary to promote a fair, and cohesive society.
- To sufficiently prepare students for advancement to appropriate secondary institutions of learning.
- To furnish each student with skills necessary to obtain and maintain at least adequate employment.
- To promote within each student an appreciation for and willingness to defend the American way of life, democracy as a form of life and government, and freedom as a vital right of the individual.
- To assist efforts of home and other institutions in preserving good and noble characteristics of the past, while serving also as a stable catalyst for positive changes.
- To encourage each student to engage in regular physical activity during his years at West Side and throughout life, which enhances mental and physical alertness and develops and foster the spirit of competition which is vital to the American system.
- To encourage each student 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 at all times.
- B. To be known as one whose honor is trusted and who is capable of accepting responsibility.
- C. To be a good sport at all times.
- D. To take advantage of the opportunity to get an education and be better suited for life.
- E. To control myself in thoughts, works and actions.
- F. To develop wholesome characteristics.
- G. To search for and uphold the truth.
- H. To respect rules, laws and authority.
- I. To give some time for any worthy cause that promotes a better school, community, or state.
- J. To strive to achieve these purposes to be a better student and a better citizen.

## **TITLE I PARENTAL INVOLVEMENT POLICY**

To achieve the high standards of conduct and accomplishments desired for students in West Side Schools, there must be recognition of responsibilities that are unique to each participant in the child's education. As a team and as individuals, parents, administrators, teachers, and support staff; self-discipline and positive attitudes must be demonstrated toward ourselves, others, and the school. Everyone must maintain high standards of citizenship, industry, and personal accomplishments.

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 every child. Responsibility 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.

### **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.

### **GIFTED AND TALENTED**

Students in grades K-2 are served in the regular classroom through documented enrichment activities. Students in grades 3-6 are pulled out and are served in the GT Classroom a minimum of 75 minutes per week. A content area grade will be given at the elementary level. Students participating in the GT program will adhere to policies outlined in the West Side School District GT program guidelines.

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

Report cards for grades 1-6 (which require parental signatures and return to school) go out on Thursday after the end of 9-weeks grading period.

Progress reports go out near the midpoint of each 9-weeks grading period.

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the

course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

### **GRADE SCALE AND EXPLANATION**

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

Grade 1-3	Grades 4-6	Grades 4-6
4-Exceed Expectations	A-Excellent	100-93%
3-Meets Expectations	B-Above Average	92-83%
2-Makes Progress Towards Expectations	C-Average	82-73%
1-Needs Improvement	D-Below Average	72-60%
	F-Failing	Below 60%
	I-Incomplete	

In grades K-6 class work, homework and other projects count as 1/3 of the total grade. Tests count as 2/3 of the total grade in grades 4-6. Sixth grade students take comprehensive exams the second semester only.

Reading, Spelling, English and Writing Grades will be reported on the 4-6<sup>th</sup> grade report cards under the heading of Literacy Grade.

Art and Music letter grades will be assigned.

### **HOMEWORK POLICY**

Homework assignments will be made periodically by teachers to:

- A. Provide parents the opportunity to give their children individualized help with material being taught in classroom.
- 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 K-6 receive large amounts of individualized teacher assistance especially in the primary grades. Because of this, 9-week grades are not always a completely accurate indicator of the child's true ability. Therefore, many factors other than grades will be considered when determining whether or not a child should be promoted. Factors include academic performance, subject matter tests and level of work completed, standardized test data, age/maturity level of student,

absenteeism and observations of teachers, parents, counselors, and the administration. The final decision to retain a student rests solely with school personnel.

### **STUDENT HOMEROOM SELECTION**

**Classroom assignments will be made by the principal based on an even distribution of boys and girls and academic achievement. Teacher recommendations are also considered. Parental requests in any form for student assignments to homeroom teachers will not be accepted.**

### **KINDERGARTEN GRADUATION**

Kindergarten students not being promoted to first grade may not participate in Kindergarten Graduation nor purchase kindergarten graduation pictures or a cap, gown, and tassel.

### **ENTRANCE REQUIREMENTS**

Students may enter kindergarten if they attain the age of 5 on or before September 1 2009. For the 2010-2011 school year, students may enter kindergarten if they will attain the age of five years on or before August 15, 2010. For the 2011-2012 school year and afterwards, students may enter kindergarten if they will attain the age of five on or before August 1 of the year in which they are seeking initial enrollment. (A.C.A. 6-18-207a) Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least 60 days, who will become 5 years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any child who will be 6 years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program will be evaluated by the district. The child may be placed in the first grade if results of the evaluation justify placement in the first grade and child's parent or legal guardian agrees with placement in the first grade; otherwise, the child will be placed in kindergarten.

Any child may enter first grade in the District if the child will attain the age of 6 years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least 60 days, who will become age 6 years during the school year in which he/she is enrolled in grade 1 and who meets the basic residence requirements for school attendance may be enrolled in first grade.

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 students proper placement in the accredited school.

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 other responsible person provides the District with one of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. 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 50 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 and non-prescription medicines with written parental instructions.

## **STUDENT ILLNESS/ACCIDENT**

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

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.

Any accident in the school building or on the school grounds is to be reported to the teacher on duty or to the principal's office as soon as possible. Elementary duty or classroom teachers will complete an accident report if a child is determined to need medical aid beyond normal scratches and minor mishaps.

## **CONTAGIOUS DISEASES**

A pupil, teacher, or employee of West Side School System who has suffered a contagious disease (chicken pox, diphtheria, German measles, impetigo, infectious hepatitis, influenza, measles, meningococcal infections, mumps, pediculosis, polio-

myelitis, 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. He/she will be re-admitted only upon presentation of a permit from a physician.

### **HEAD LICE POLICY**

- A.
  - 1. Teachers check each child's head for presence of lice or eggs each Friday by noon or more often if necessary.
  - 2. Each teacher sends a report to the office stating findings in classroom as soon as head check is completed.
- B.
  - 1. Office personnel will be sure teachers turn in report each Friday.
  - 2. Office personnel will verify findings of teacher and make final decision about procedure to follow in each case.
  - 3. Child'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.
  - 4. The office keeps a file card on each child referred for treatment and contact with each parent. Card includes child's name, date identified with lice or nits, person notified, method of notification, action taken, date child readmitted to school and person handling case.
- C.
  - 1. The parent must bring the child to school as soon as lice have been treated and/or nits removed.
  - 2. The child is cleared through the office the following Monday and takes clearance note to the teacher from office if found to be lice free.
  - 3. The child is readmitted only after being declared lice and nit free by office personnel/school nurse.

### **PLAYGROUND EQUIPMENT**

The area behind the elementary school is to be used by students in grades K-6 only. The trees surrounding the elementary playgrounds are off-limits to all students. Students must stay inside the fencing at all times.

### **PLAYGROUND RULES**

Students must:

- 1. Use only appropriate school language on the playground.
- 2. Go back in building only with duty teacher's permission.
- 3. Share small equipment--balls, Frisbees, jump ropes, etc.
- 4. Must slide down the slide only on their bottom--no sliding down support rails, backwards, head first, or sideways.
- 5. Walk up the steps on the slide, not up the slide.

6. Sit only in an upright position in the swings.
7. Follow directions of playground teacher at all times.

Students must not:

1. Go into wooded area or over the fence.
2. Go past the corner of the main building.
3. Stand near the swings while they are moving.
4. Throw rocks, sticks, sand, leaves, dirt, wood chips, etc.
5. Wrestle, hit, scuffle or fight.
6. Jump up and pull on the basketball rims.
7. Climb up slide, hang from the top by hands, or jump off the slide at anytime
8. Swing sideways or jump out of a swing.
9. Stand up or ride double while playing on the swings.
10. Walk on the parallel bars with their feet.
11. Do a suicide on bars.
12. Students are prohibited from climbing "on top" of the new equipment.

Failure to obey the rules above will result in disciplinary action including but not limited to removal of playground privileges for an amount of time deemed appropriate by duty teacher or principal.

### **ELEMENTARY SCHOOL PARTIES**

Only two classroom parties, Christmas and Valentine's Day, will be allowed during the school year. Birthday parties will not be allowed during school hours. Food utilized in classroom parties will be at the discretion of administration.

### **PARENT VISITATION**

Parent visitation will be held twice a year. All parents are urged to come to the school for the purpose of meeting the faculty members and furthering the opportunity for the best education possible for the student(s) involved.

### **VISITORS**

Non-Adult: West Side students are not allowed to have school age visitors at school.

Parents or Other Adults: Teachers are available for consultations but AN APPOINTMENT MUST FIRST BE MADE THROUGH THE PRINCIPAL'S OFFICE.

**Parents or adult visitors are not to visit any classroom, the gymnasium, or campus without first clearing through the principal's office.**

## **SCHOOL BUS LOADING AND UNLOADING ZONE**

The circle drive in front of school is restricted to buses only during loading and unloading of students. Buses arrive between 7:40 a.m. and 8:00 a.m. each morning and depart at 3:20 p.m.

**Automobiles are not allowed in circle drive while buses are loading and unloading.** Circle drive can be used by parents to unload their children after 8:00 a.m. The circle drive is designated one-way only. Drivers are prohibited from turning around in the circle drive. Violators will be turned over to the proper authorities. Parking behind the library by non-school personnel is prohibited. Students should be dropped off or picked up from school in the elementary parking lot or circle drive when appropriate.

## **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 **new elementary 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.

## **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.**

## **TEXTBOOKS**

School textbooks will be furnished. Students are asked to take care of their textbooks, as others will have to use them during the coming years. Students who lose or damage their textbooks will be required to pay for the loss or damage.

## **HONOR ROLL**

Following each 9-weeks period, a list of students doing superior academic work will be given to the county newspapers.

K-6 students placed on the honor roll must have all A's and B's and/or equivalent. Straight A honor roll will require all A's in all subjects. Elementary students must be on both 9-weeks honor rolls in order to be eligible for the semester honor roll.

### **ACADEMIC AWARDS**

Awards consist of academic, leadership and classroom awards. An elementary awards assembly will be held at the end of the school year to honor those students who have earned recognition.

### **PEE WEE BASKETBALL CRITERIA**

Students must maintain a 2.0 grade point average to be eligible to participate in pee wee basketball games. In order to participate in a game, the student must attend school the day of the game. At the time of initial sign-up, students must have a 2.0 g.p.a. as determined by the most recently scheduled grade report. Students who fall below the 2.0 g.p.a. requirement will not be able to play until they reach the 2.0 g.p.a. requirement as determined by the next scheduled grade report. (Approximately every 4.5 weeks.)

### **FIRE DRILLS**

A fire drill will be held monthly under the direction of the fire marshal. The designated tone of the school bell will be the signal for a fire or fire drill. 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 designated tone 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)**

The signal for a bus evacuation drill (tornado) 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 in 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.
- C.

## **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 grade level conferences with parents or guardians shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or non-participation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated properly in a personal conference.

## **CAFETERIA**

Food is to be eaten in cafeteria only. The West Side cafeteria program has a computerized lunch charge system. Monies can be credited to the student's account. Paying in advance greatly improves the efficiency of the program.

Coke machines are available for 7<sup>th</sup>-12<sup>th</sup> grade student use only. K-6 students are not allowed to consume carbonated beverages during lunch.

## **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 which are recommended for high school libraries.

Except for reference work, any book may be checked out for a period of one week and is subject for renewal. A fine of five cents is charged for each day a book is overdue. This money is used in the purchase of library supplies.

A trained librarian, a member of the regular faculty, is in charge of all phases of the library service and has full responsibility. Student assistant librarians are at the circulation desk during the school day to assist the librarian.

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. Rules pertaining to library may be acquired from the librarian.

## **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 how to use 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 could be accessed by a student, with Internet filtering software.

No student will be granted Internet access until and unless 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, KARK channel 4, KTHV channel 11, and KATV channel 7. In addition to local and state media, broadcast messages will be sent out to parents using the School Reach Automated Notification System. Announcements will be made regarding school re-openings on the same stations.

### **SCHOOL CAMERAS**

To better ensure the safety of students and staff, school cameras have been installed in hallways throughout the school buildings and are designed to record activity 24 hours a day.

### **TELEPHONE**

Pupils will not be called to the phone except in case of an emergency. Elementary students may use the office phone only if deemed necessary by office personnel or staff.

### **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.



## **FIELD TRIPS**

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

## **COUNSELING SERVICES**

Counseling is one of the services West Side School offers its students. The counselor works with students to help students toward better educational, vocational and personal adjustment and to help students grow in self-understanding and self-direction.

In guidance, the 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 GRADES K-6**

Kindergarten through 6th grade schedules meet state requirements.

## **CONDUCT AND DISCIPLINE**

This portion of your handbook has been prepared for the purpose of outlining the expectations of West Side School District in regard to student conduct.

Each student will receive a copy of the policy handbook and will be required to sign a statement of receipt, as will the parent or guardian.

These 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 20, 2009.

## **WHO IS RESPONSIBLE FOR STUDENT CONDUCT?**

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which 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.

To obtain the greatest possible benefit to students, teachers, administrators, parents, board of education and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

## **STUDENTS**

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.

## **PARENTS OR GUARDIANS**

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. They 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**

All teachers are responsible for supervision of the behavior of **ALL** students in the school. Each teacher is expected to maintain the kind of atmosphere and decorum which promote the learning process and to utilize sound techniques. The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to assist the student in maintaining proper controls of his/her behavior, the student is to be referred to the principal.

## **PRINCIPAL**

The principal disseminates rules and regulations currently in effect 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 is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations to make effective the board of education policies 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, or other person having custody or charge of any child ages 5 through 17 years 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 six (6) on or before September 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. Any child who has received 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 have met the requirements to enroll in an adult education program as defined by 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 should be aware of these guidelines. 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, the student must ask teachers what work he missed that must be made up.
- B. Student must then complete and turn in to the teacher the make-up work in the number of days missed plus one or receive "0" for the grade.
- C. Student must turn in to the teacher the make-up work without the teacher asking the student for it.
- D. Providing a student receives a make-up assignment and is not in school the day it is due, then it is due the first day they return to school.

## **ELEMENTARY ABSENTEE POLICY**

Elementary students are allowed 18 absences per year. These absences are allowable at anytime throughout the year. Numerous extended absences during a semester could greatly affect a child's ability to perform educationally, thus making absenteeism a factor when considering promotion.

Unexcused absences in excess of 1/2 the total allowed absences will be reported to the proper authorities which may include the prosecuting attorney.

Parents will be contacted after their child has missed 5, 10 and 18 days. When an elementary student has accumulated 18 absences, the principal will review that student's record and make a determination on possible retention because of absences. Students checked out from school before 11:00 a.m. will be counted absent for the day. Students checked out from school before **2:30 p.m.** will be counted absent for 1/2 day.

Students absent from school ½ day or more will not be considered as having perfect attendance.

## **DISRUPTION AND INTERFERENCE WITH SCHOOL**

The West Side School District does not allow delivery of items such as flowers, balloons, candy, or any other type of gift, to students.

Paging devices, beepers, or similar electronic communication devices, radios, stereos and other portable musical devices, compact discs and cassette tapes are not allowed at school. Any unauthorized item brought to school without prior administrator or faculty approval will be confiscated and the student will be subject to disciplinary action. Item(s) remain at school until the end of the school year or until a parent comes to school to retrieve the item(s). Cell phones brought to school must remain off and inaccessible for use during the instructional day. Students who are found in violation of this may be subject to additional disciplinary action.

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 of 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 is 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 anything which might contain obscene language or libelous material in all school publications. The school newspaper and yearbook are part of the West Side curriculum and are not considered 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 break 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. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all enrolled 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. They may also search students and their personal property in which the student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law 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.

Believing that prevention is the best policy, 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.

## **STANDARDS OF CONDUCT**

All students are expected to conduct themselves at all times in a manner that contributes to the best interest of school and not infringe on the rights of others. The school staff has the authority and responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

A student who is well informed, concerning his rights and responsibilities and standards of behavior expected, should not require disciplinary action. For the information of all students, however, infractions to avoid and recommended disciplinary actions are presented on the following pages.

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

Students are not to be in the following areas without proper supervision: stage, behind school buildings, between elementary and 5th/6th grade building, behind or east side of the gymnasium, outside fenced areas, parking lots, or 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 enroute to and from school. Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in alphabetical order after each occurrence. However, the administration may exercise more extreme action in severe situations or in situations which a student has been involved in other rule infractions. The administration may also administer a lesser form of discipline, depending on the age of the student(s) involved, the degree of guilt and other factors which 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. A discipline notice will be completed in triplicate for any student

involved in a situation requiring disciplinary action. The original (white) copy will be sent home with the student, the second copy is provided for the teacher's record and a third copy is maintained in the student's discipline file.

**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 also 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.

GRADES K-6

- A. Student/principal/involved personnel conference with discipline at discretion of administration.
- B. Student/involved personnel/principal/parent conference and paddling or suspension.
- C. Suspension or expulsion at discretion of administration.

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

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

Therefore, no student in the 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 enroute 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/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 an official 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.

GRADES K-6

- A. Student/parent/principal conference within 24 hours and paddling or suspension.
- B. Paddling (3 swats) or suspension (3 days) at discretion of administration.
- C. Suspension at discretion of administration.

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

GRADES K-12

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 that any student who brings a firearm or other weapon upon a school campus shall 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**

GRADES K-12

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 a student enrolled in school 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 will result in a misdemeanor and a fine.

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

As per Act 1437 of 2005, A student shall not threaten or attempt to cause injury or physical harm to another student nor shall a student strike another student while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events. Reliable information that a pupil has been a victim of bullying shall be reported to the principal. Person or persons who file a complaint will not be subject to retaliation or reprisal in any form. Students are to treat fellow students with respect and courtesy. Horseplay and physical teasing are forbidden. Profanity and rude and abusive language and actions considered bullying directed at others is considered abuse and harassment and this is also strictly 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"/ "CYBERBULLYING is defined as any written, electronic act—including cell phone, computer, or other wireless devices, or verbal expression or physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student 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 that it limits the student's ability to participate in, or benefit from, an educational program or activity.

GRADES K-6

Discipline at discretion of administration.

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

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

GRADES K-6

- A. Student/principal conference with discipline at the discretion of administration.
- B. Suspension (1 day off-campus).  
Parent conference necessary before child can return to school.
- C. Suspension (3 days off-campus).  
Parent conference before child can return to school.  
Child placed on probation.
- D. Suspension (10 days off-campus)  
Probable expulsion recommended.

**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.

GRADES K-6

- A. Student/teacher/principal conference and appointment with counselor.  
Discipline at the discretion of administration.
- B. Student/teacher/counselor/parent/principal conference with discipline at discretion of administration.
- C. Suspension or expulsion at the discretion of administration.

**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.

GRADES K-6

- A. Student/teacher/principal conference with paddling or suspension.
- B. Student/teacher/parent/principal conference with suspension at discretion of administration.
- C. Suspension or expulsion at discretion of administration.

**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.

GRADES K-6

- A. Student/principal conference and appointment with counselor with discipline at the discretion of administration.
- B. Parent/student/principal conference with discipline at discretion of administration.
- C. Suspension or expulsion at discretion of administration.

**RULE 12. PORNOGRAPHY/INAPPROPRIATE MATERIAL**

GRADES K-12

Discipline at discretion of the principal.

**RULE 13. MISBEHAVIOR IN THE CAFETERIA**

GRADES K-6

Students caught throwing food will be paddled or suspended.

- 1. Talk softly at all times--at table, in line, and at coke line.
- 2. Popping sandwich bags, crunching cans, scooting chairs and other loud noises are not allowed.
- 3. Do not trade food.
- 4. Students in grade 4-6 are allowed only one trip to the salad bar after being seated.

Potential consequences of the above violations may include:

- A. Student will be moved to the back table to complete meal.
- B. Student will be moved to the back table to complete meal and will be required to report to the principal's office during the next recess. A notice will be sent to parents.
- C. Discipline at discretion of administration, which may include 1 swat with the paddle.
- D. A parent/principal/student conference will be held. Discipline at discretion of administration.

#### **RULE 14. TARDINESS**

##### GRADES K-6

Students arriving to school between 8:10 and 8:30 a.m. will be considered tardy. Students arriving between 8:30 and 11:00 a.m. will be marked absent ½ day.

Two tardies in one nine-week period will result in parental notification.

Proper authorities will be notified of excessive tardiness or student will be disciplined depending upon the circumstances of the tardiness.

#### **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. STUDENT DRESS AND GROOMING**

West Side students are expected to wear appropriate clothing and to present a neat, clean appearance at all times. When dress and grooming disrupts the learning process for the individual student, other students or the learning climate of the school, it becomes a matter subject to disciplinary action.

##### GRADES K-12

Members of the West Side School Board, the Administration and Faculty understand that some clothing styles and manner of dress are not acceptable to many students and citizens of our community. To promote a safe and peaceful school environment, avoid possible confrontation and hostility, for the safety of our students, and the maintenance of our quality school environment; the following policy has been added to our student handbook.

Any clothing or manner of dress, that in the opinion of school authorities, is disruptive to the school environment, is a concern for safety or is not conducive to a positive school atmosphere, will not be allowed, including body art, tattoos, and body piercing. If you are in doubt about your clothing or manner of dress being in compliance with school policy, select something else to wear to school.

Any clothing or manner of dress considered to be associated with or resembling "gang" attire is not acceptable. This includes but is not limited to "sagging" clothing, hanging shoulder straps, shirts with unacceptable images and/or wording, **tattoos, body piercing, body art** and bandanas. Clothing that contains advertisement for liquor or tobacco products or that in the opinion of school authorities has vulgar, profane or suggestive language is not allowed. Also, clothing with lettering across the buttocks is not allowed.

Sunglasses, hats and caps may NOT be worn in any building on the school campus. Any of the above may be worn outside. Jewelry may not be worn in the nose, tongue, navel or any other place on the body that could create a distraction from the educational purpose for which we are in school or cause a safety concern.

GRADES K-3

Students may wear shorts of any style as long as they are not offensive or disruptive to the educational process.

GRADES 4-6

Shorts classified as short-shorts are not to be worn by any student. Shorts classified as walking shorts may be worn if they meet the following criteria:

- A. Must be of reasonable length.
- B. Must not be suggestive or disruptive to the educational process.

**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.

GRADES K-12

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.

GRADES K-6

- A. Discipline at discretion of the administration, which may include paddling.
- B. Suspension (3) days.
- C. Suspension (10) days and expulsion.

**RULE 20. PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of the school staff will lead to disciplinary action.

GRADES K-6

Discipline at discretion of administration.

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

West Side students are prohibited from possessing gum or chewing candy and other objects considered to be a distraction in any school area (including school buses) during school hours. All gum will be confiscated immediately and will not be released.

GRADES K-6

Disciplinary action agreed upon by teacher and administration.

**RULE 22. LYING AND CHEATING**

GRADES K-6

- A. Student/teacher/principal conference and appointment with counselor.
- B. Student/teacher/parent/principal conference with discipline at discretion of principal.

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

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

GRADES K-12

- 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. 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.

GRADES K-6

- A. Student/teacher/principal conference with discipline at discretion of administration.
- B. Suspension and student/parent/teacher/principal conference.
- C. 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. SOLICITATION BY STUDENTS**

West Side School students can not 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.

No West Side School organization, association and society or members thereof may solicit without prior written approval of the superintendent and/or principal and only then after written submission by the faculty sponsor as to the purpose of the solicitation with complete details.

Grades K-12

Disciplinary action at the discretion of the administration.

**RULE 27. 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. All elementary students and their guests must be supervised by their parents or another responsible adult (not school employees). Failure to abide by these guidelines may result in students and/or their guests being prohibited from attending after-school activities.

**RULE 28. 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 29. BEHAVIOR NOT COVERED ABOVE**

GRADES K-12

The West Side School District reserves the right to pursue disciplinary or legal action for behavior which 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 uncleanliness, 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 corporal punishment may be adminis-

tered by any certified employee provided that such punishment will be administered according to the following requirements:

- A. Corporal punishment shall not be administered to any pupil until a witness (a school administrator or his designee) has been summoned and advised in pupil's presence of the reason for the contemplated punishment and after the pupil has been given opportunity to explain the reason for his actions or to deny the charge.
- B. The administration of the corporal punishment shall be observed by the witness.
- C. Corporal punishment shall never be administered in the presence of other students nor shall it be 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 not present at 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 readmittance 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,.

## **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, that 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, an attempt shall not be made to hitchhike a ride 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. Exception of emergencies, these matters shall be taken care of at school. Parents are asked not to make phone arrangements for students daily for bus routes.

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.

## **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.

## **SEVENTH GRADE CORE CURRICULUM**

Students in grades seven and eight must pass 4 classes, 3 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. In the event a student is to be retained, a conference shall be held with the student's parents or guardians in order to review and discuss the student's progress.

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 remedial class(es) for a minimum of one semester. The student will remain in the remedial class(es) until they demonstrate proficiency. 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.

## **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.

It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned. We are all here for one purpose--to see that each student receives an education that will allow him to develop to his/her fullest potential and to ensure his/her mental and physical growth which, in turn, will ensure his/her future happiness.

### **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



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