

“PREPARING TODAY’S STUDENTS FOR TOMORROW’S OPPORTUNITIES”

# HANDBOOK

FOR STUDENTS AND PARENTS

## WATSON CHAPEL SCHOOL DISTRICT

4100 CAMDEN ROAD  
PINE BLUFF, ARKANSAS 71603  
870-879-0220

APPROVED FOR USE BY THE WATSON CHAPEL BOARD OF EDUCATION  
EFFECTIVE JULY 1, 2013

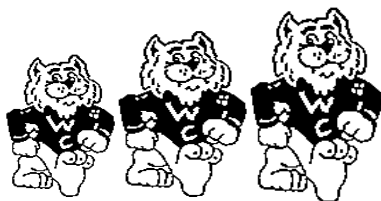


WATSON CHAPEL HIGH SCHOOL



WATSON CHAPEL JUNIOR HIGH

### 2013-2014 SCHOOL YEAR



COLEMAN INTERMEDIATE

EDGEWOOD ELEMENTARY



L. L. OWEN ELEMENTARY



WATSON CHAPEL SCHOOL DISTRICT  
NO. 24 OF JEFFERSON COUNTY, ARKANSAS

ACCREDITED BY THE NORTH CENTRAL  
ASSOCIATION COMMISSION ON  
ACCREDITATION AND THE ARKANSAS  
DEPARTMENT OF EDUCATION

**RECEIPT OF STUDENT HANDBOOK,  
SCHOOL INSURANCE ELECTION, AND  
FIELD TRIP PERMISSION FORM,  
AND STUDENT EMAIL ACCOUNTS**

Printed Student Name \_\_\_\_\_

Dear Student and Parent:

Please fill in this form and return it to the school within one week. If you have any question, please call the school office.

If students or parents wish to purchase accident insurance, they may do so at the beginning of school. If you do not already have private health insurance, we suggest that you purchase the insurance that is offered. **You must also fill out the company form to buy the insurance.**

Throughout the year, your child may have the opportunity to have his/her picture taken while engaged in various classroom activities, projects, field trips, school plays and awards. These photographs may be used in the classroom, on our digital signs (flat screens mounted in our building entrance), our class and school web page and/or featured with articles about our school in local media (television and/or newspaper).

**My child \_\_\_\_\_ does \_\_\_\_\_ does not have my permission to be photographed in school related events.**

**My child \_\_\_\_\_ does \_\_\_\_\_ does not have my permission to go on all school sponsored field trips.**

**My child ----- does ----- does not have my permission to have a school email account if necessary for classroom instruction.**

**We have received a Watson Chapel Schools Student Handbook and an insurance offer.**

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**I am interested in volunteering for:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Watson Chapel Public School

## Table of Contents

	<u>Page</u>
Academic Honors	69
Advanced Placement	45-46
Alcohol and Drug Use	25
Alma Mater	84
Alternative Learning Environment	48
Apparel	54-57
Arrival and Dismissal	91-92
Athletes Who are Dismissed from or Quits a Team	78
Attendance	37-44
Attending Practices	78
Automobile use by Students	85
Awards and Demerits	78-80
Bell Schedules	82-84
Beta Club	90
Bus Conduct	57-59
Cafeteria	23-25
Calendar	7
Cell Phone and Electronic Devices	60
Cheerleaders and Stepperettes	90
Class Interruptions	64
Clubs and Organizations	90
Code of Conduct of Use of Student Email	66-67
Complaint Process	33-36
Concurrent Credit	76-78
Conduct at School	50-53
Corporal Punishment Alternative for Edgewood Elementary School	53
Counseling	27
Curriculum	70-76
Detention Hall	86-88
Development, Review and Revision of Policies	32-32
Disciplinary Consequences	61-62
Distribution of Non-school Sponsored Material	60
Educational Objectives	9-10
Eligibility of Activities	78
Enrollment	36-37
Enrollment During Expulsion from Another District	50
Extra-curricular Activities	89
Fighting, Bullying, Hazing	29-31
Grade Calculation and Semester Exams	68-69
Grading System	44

Graduation Requirements	69-72
Harassment	54
Head Lice	21
Home-school Participation	50
Homework	45
ID Numbers	68
Inclement Weather	86
Insurance	23
Internet Access Contract	64-65
Jefferson Vo-Tech Discipline	88
Law Enforcement Interview of Students	32
Library	88-89
Lockers	85
Lost and Found	86
Medical Treatment, Administration, Immunization, and Health Reports	14-20
Meeting with Teachers	11
Minute of Silence	84
Mission Statements	8-9
Non-Discrimination	44
Non-Resident Students	48
Office Helpers	86
Organizations	89
Parent Communication	10-11
Parent Involvement Policy	12-14
Parent Organizations	32
Parental Concerns	32
Philosophy	9
Physical Activity and Nutrition	21-22
Police Involvement	31
Privacy	27-28
Promotion, Retention, and Remediation	46-48
Protection of School Property	31
Punishment for Drugs and Alcohol	81
Receipt of Handbook	2
Sagging Law	57
School Colors and Emblem	84
School Newspaper	85
School Yearbook	85
Schools with Addresses and Telephone Numbers	6
Semester Test Make-up	76
Signing In and Out	88
Smart Core Policy	69-70
Smoking and Tobacco Use	25
Social Events	63
Solicitation	63-64
Special Education Notation	44

Student Council	89-90
Student Involvement in Decision Making	62-63
Student Pick-up Procedures	92
Student Publications	60
Student Records	26-27
Student Schedules	67-68
Tardies	86-87
Textbooks and Instructional Materials	14
Traffic Directions	91
Transfer Students	48-49
Vending Machines	25-26
Video Surveillance	81-82

## **SCHOOLS WITH ADDRESSES AND TELEPHONE NUMBERS**

**Watson Chapel Senior High School  
4000 Camden Road  
Pine Bluff, Arkansas 71603  
870-879-3230**

**Watson Chapel Junior High School  
3900 Camden Road  
Pine Bluff, Arkansas 71603  
870-879-4420**

**Coleman Intermediate School  
4600 W. 13th Street  
Pine Bluff, Arkansas 71603  
4th grade - 870-879-3630  
5th grade - 870-879-3697  
6th grade - 870-879-1620**

**L. L. Owen Elementary School  
3605 Oakwood Road  
Pine Bluff, Arkansas 71603  
870-879-3741**

**Edgewood Elementary School  
4100 W. 32nd Street  
Pine Bluff, Arkansas 71603  
870-879-1252**

# WATSON CHAPEL SCHOOL DISTRICT SCHOOL CALENDAR 2013-2014

First Quarter	August 19–October 16	42 Days
Second Quarter	October 17–December 20	42 Days
Third Quarter	January 6–March 12	46 Days
Fourth Quarter	March 13–May 28	48 Days

## Important Dates

August 6-16	Teacher Staff Development
August 19	1 <sup>st</sup> day of school
September 2	Labor Day Holiday
October 22	Parent/Teacher Conferences
Oct. 31 - Nov 1	AEA State Conference
November 27-29	Thanksgiving Holiday
December 18-20	1 <sup>st</sup> Semester Final Exams
December 23-January 3	Christmas Break
January 6	2 <sup>nd</sup> Semester Begins
January 20	Martin Luther King Holiday
February 17	President's Day Holiday
March 13	Parent/Teacher Conferences
March 24-28	Spring Break
April 18	Good Friday
May 22	Graduation
May 23, 27-28	2 <sup>nd</sup> Semester Final Exams
May 26	Memorial Day Holiday
May 28	Last Day of School
May 29 – June 4	Emergency Make-up Days

Teachers with 190 day contracts are assigned to work the following days, except for holidays and weekends:

August	5-16, 19-30
September	3-30
October	1-30
November	4-26
December	2-20
January	6-18, 21-31
February	3-14, 18-28
March	3-21, 31
April	1-17, 21-30
May	1-23, 27-28

# **MISSION STATEMENTS**

## **District Mission Statement**

The mission of the Watson Chapel School District is to provide a well-rounded curriculum that will allow all students the opportunity to raise their achievement levels in literacy, math, and science, become productive members of society, and live healthy lives.

## **Senior High School Mission Statement**

Our mission is to create a challenging learning environment that promotes high expectations for success through instructional strategies and interdisciplinary units. Our goal is to maintain an active partnership among students, teachers, parents, community, and staff to encourage a desire for learning while embracing wellness. The school is committed to developing students who are adaptable, equipped with the knowledge, the skills, and the disposition to continue their education and become interdependent, socially responsible adults.

## **Junior High School Mission Statement**

Watson Chapel Junior High School's mission is to establish a partnership with students, parents/guardians, and the community in order to provide a safe environment conducive to student achievement that will optimize growth in literacy and math skills, thus impacting all disciplines.

## **Coleman Intermediate School Mission Statement**

The mission of the faculty, staff, parents, and community of Coleman Intermediate School is to educate students to become productive members of society by increasing achievement levels in all subject areas in a safe and healthy environment.

## **. L.L. OWEN ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of L. L. Owen Elementary is to offer a safe environment where a well-rounded learning experience may be enjoyed by every student regardless of race, gender, or socioeconomic status. The school will provide the means for student



success through advanced technology, remedial tutoring, parental involvement, motivation of students, and consideration of learning styles. L. L. Owen will be a beacon to the entire community as it enhances the lives of students, educators, families, and businesses. We are molding future leaders through strong academics, character building, decision-making, and commitment to excellence.

## **EDGEWOOD ELEMENTARY SCHOOL MISSION STATEMENT**

Edgewood Elementary seeks to provide each student with a solid foundation for a lifetime of learning. We are committed to empowering our students with the skills for academic success, to develop positive self-esteem, and to become productive citizens of our community.

## **EDUCATIONAL PHILOSOPHY**

It is the philosophy of Watson Chapel School District that emphasis should be placed on the transfer of knowledge from the prescribed curriculum to the student. The curriculum is organized into a well-rounded program that is designed to meet the needs of students by enhancing the intellect, as well as the social, physical, and emotional growth of every student in our care. A wide range of activities is offered to provide each student with the maximum opportunity to develop his/her potential ability to learn. The teachers and staff will provide students with opportunities to experience school spirit, participate in activities that produce leadership skills, and be involved in activities that promote community, state, and national pride. We believe that with a cooperative relationship among school staff, students, parents, and members of the community, we can serve as effective examples for our students.

## **EDUCATIONAL OBJECTIVES**

- Ensure a mastery of basic skills in reading, writing, and math to the extent of his/her ability
- Ensure a curriculum that will provide students with the opportunity to excel in preAP and AP courses
- Provide an atmosphere where students may reach their learning potential
- Foster a close relationship between school and community so that parents can become actively involved in helping teachers and administrators stimulate the will of the child to learn
- Develop in the individual student sound moral values and provide an awareness of civic responsibility

- Be aware of every student's progress and provide activities for the intellectual, social, physical, and emotional growth of each child
- Provide students with the opportunity to enroll in a vocational program if desired
- Provide students with the opportunity to participate in a variety of athletics if desired

## **Dear Parent:**

Our public schools are created by our state government and led by locally-elected directors who are dedicated to providing young citizens the advantages and opportunities of education. You and your family members all benefit from our free public schools. We are here to support you, so please support our efforts by being involved--parents make the difference!

## **PARENT-TEACHER COMMUNICATION**

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. Two parent/teacher conferences are required each school year. The required conferences will be conducted after a full day of school. First and third quarter report cards will be handed out at parent/teacher conferences. Report cards will not be sent home before the conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level. As soon as a student is determined to be failing, the teacher must notify the parent or guardian in writing. A copy of the notification will be placed in the student's file.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

## **PARENT NOTIFICATION**

Parents will be notified of all suspensions, discipline or bus referrals by telephone and written correspondence. Please provide the school with current contact information. It is the parent's responsibility to notify the school of any address or telephone changes.

## **TELEPARENT COMMUNICATION SYSTEM**

District and school administrators can quickly and easily create custom telephone, text, and email messages to send to parents, designated groups of students or staff, the entire student body or staff, or any other group, such as clubs, sports teams, grade levels, and special needs. Using TeleParent's online interface and a designated toll-free telephone number, authorized administrators are able to schedule, edit, and record several messages simultaneously using this automated parent notification system.

In the event of an emergency, it is critical to inform people of the situation as soon as possible. TeleParent's Emergency Notification service is capable of contacting specific groups of staff or general populations of parents and students within moments to share information or set emergency procedures in place.

The TeleParent Survey Service uses automated telephone interviews to help gain feedback from parents. This solution offers results and analysis for immediate review. The system will collect, analyze, and organize parent feedback for quick efficient results. In order to receive messages from TeleParent the current correct home phone, parent cell phone, and email address (if applicable) must be in student information files.

## **MEETING WITH TEACHERS**

Teachers have one class period set aside in their work schedule to meet with parents or students every school day. Please feel free to call the school, find out when your teacher's conference period is, and schedule a meeting with the teacher.

You will be receiving notices about opportunities to meet with teachers and administrators in the evening two times during the school year—these are our parent-teacher conference meetings. We hope you can make time to come see your child's school and meet your child's teachers. Our special thanks to parents who attend all parent-teacher conferences. You are invited to visit the parent information center in your school library. If you wish to visit a classroom, you must schedule the visit through the principal's office and sign in at the office before going to a classroom or any other location in a school building.

## **WATSON CHAPEL SCHOOL DISTRICT PARENTAL INVOLVEMENT POLICY AND PLAN**

In accordance with Act 608 of 2003, the board of education authorizes the superintendent to prepare or cause to be prepared a comprehensive parental involvement plan which ensures that each public school implements a parental involvement plan.

Each public school district and public school within its boundaries, in collaboration with parents, shall establish a parental involvement plan including programs and practices that enhance parental involvement, reflecting the specific needs of students and their families.

The State Board of Education shall require no less than two hours of professional development for teachers designed to enhance understanding of effective parental involvement strategies.

The State Board of Education shall require no less than three hours of professional development for administrators designed to enhance understanding of effective parental involvement strategies.

By October 01, of each school year, the district shall review and update the district's plan and file a copy of the plan with the State Department of Education. Each public school shall include its *Parent Involvement Plan* in the Arkansas Comprehensive School Improvement Plan (ACSIP).

The parent involvement plan at each school shall include the following components:

- Involve parents at all grade levels in a variety of roles;
- Be comprehensive and coordinated in nature;
- Recognize that communication between home and school should be regular, two-way and meaningful;
  - To encourage communication with parents the school shall prepare family informational kits, appropriate for the age and grade of the child;
  - To encourage communication with parents, the school shall schedule no less than two (2) parent-teacher conferences per school year;
  - The school may plan and engage in other activities determined by the school to be beneficial to encourage communication with parents;
- Promote and support responsible parenting.
- To promote and support responsible parenting, the school shall:
  - Purchase parenting books, magazines and other informative material regarding responsible parenting through the school library, advertise the

current selection, and give parents an opportunity to borrow the materials for review.

- Publish a notice in the local newspaper at the end of each school year honoring parents who attend all parent-teacher conferences scheduled by the school.
- Create parent centers.
- Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting.
- Acknowledge that parents play an integral role in assisting student learning.
  - To help parents in assisting students, the school shall:
  - Schedule regular “Parents Make A Difference” evenings where parents are given a report on the state of the school and an overview of :
    1. What students will be learning.
    2. How students will be assessed.
    3. What parents should expect from their child’s education.
    4. Engage in other activities determined by the school to help parents assist in his or her child’s learning.
- Welcome parents in the school and seek parental support and assistance. To welcome parents in the school, the school shall:
  - Not have any school policies or procedures that would discourage a parent from visiting the school, specifically including:
    1. Policies requiring parents to pick-up his or her child outside of the school building each day.
    2. Policies prohibiting the parents from visiting a child’s classrooms during school events.
  - Publish a volunteer resource book, listing the interests and availability of volunteers for school staff members’ use specifically including;
    1. Survey parents regarding their interests, so volunteer work will be meaningful.
    2. Determine how frequently a volunteer would like to participate, including the option of just one time per year.
    3. Include options for those who are available to help at home.
    4. Use the resource book to help match school needs with volunteer interests.
  - Print statements attesting to the school district’s commitment to parental involvement and distribute the statements to parents of student.
  - Engage in other activities determined by the school to welcome parents in the school.

Recognize that a parent is a full partner in the decisions that affect his or her child and family.
  - To encourage parents to participate as full partners in the decisions that affect his or her child and family, the school shall:
    1. Frequently publish the school’s process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions.

2. Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities; and
  3. Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his or her child and family.
- Recognize that community resources strengthen school programs, family practices, and student learning.
    - To take advantage of community resources the school shall:
      1. Contact alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
      2. Engage in other activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.
  - Support the development, implementation, and regular evaluation of the program
  - To involve parents in the decisions and practices of the school district, using to the degree possible, the following components:
    1. The Principal of each school in a district shall designate one certified staff member that is willing to serve as a parent facilitator to organize meaningful training for staff and parents promoting and encouraging a welcoming atmosphere to parental involvement in the school and to undertake efforts to ensure that parental participation is recognized as an asset to the school.
    2. The certified staff serving as a parental facilitator shall receive supplemental pay for the assigned duties as required by law.

## **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks and necessary instructional materials shall be provided to all students free of charge. However, destruction or waste of instructional material is a disciplinary matter. Textbooks are the property of the school and students are responsible for their safekeeping. If a textbook is lost or damaged, a student or parent will be required to pay for replacement.

## **EMERGENCY MEDICAL TREATMENT AND MEDICATION ADMINISTRATION**

Schools are not staffed or equipped to provide medical care. If a student becomes ill or is injured at school, school personnel shall first try and notify the parent. If

the parent cannot be contacted and if immediate attention is necessary, the student shall be sent for medical attention at the parent's expense. Parents are requested to furnish the school with the name of the health care provider of their choice. School personnel may or may not render first aid, depending on the experience and judgment of the personnel involved.

Students with fever should stay home from school. The student must be fever free without the use of fever reducing medication for 24 hours before returning to school.

Parent/guardians are encouraged to administer medication at home whenever possible. Students are not allowed to have any medications in their possession except as noted below.

In order for medication to be administered at school, including prescription and over-the-counter medications (such as: Tylenol, Motrin, cough syrup, antacids) the parent or guardian must provide a **current school year order** from a **physician or provider with prescriptive authority and signed parental/guardian authorization**.

Students who require asthma inhalers or epinephrine auto injector pens in their possession at all times **MUST have a written order from the physician or provider with prescriptive authority to do so**.

The parent or guardian will supply the medication to the school in prescription-labeled containers. Over the counter medication must be in the original manufacturer labeled container.

Medications may **not** be transported to school by the student. Medication must be delivered to the school nurse or personnel by a parent, guardian or another designated adult. Medications will not be sent home with student at any time. If dosages are required at home, separate pharmacy labeled containers are to be left at school.

Access to medication shall be limited to the school nurse, the principal, school secretaries or trained personnel. In the absence of the school nurse, or if the student is away on a field trip, school staff trained by the school nurse shall administer medication.

All medications must be picked up by a parent, guardian or designated adult when the medication expires, has been discontinued, or the school year ends. Any medications not picked up by the end of the school year will be delivered to Pharmacy Services at the Arkansas Department of Health and Human Services for destruction.

## IMMUNIZATION REQUIREMENTS KINDERGARTEN THROUGH GRADE TWELVE IMMUNIZATION REQUIREMENTS\*

Vaccine ► ----- Grade ▼	Diphtheria, Tetanus, Pertussis (DTP/DT/Td/DTaP /Tdap)	Polio (OPV – Oral or IPV – Inactivated )	MMR*** ** (Measle s, Mumps, and Rubella )	Hep B	Varicella
Kindergarten	4 doses (with 1 dose on or after 4 <sup>th</sup> birthday)	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday)  A child who has received 4 or more doses of polio vaccine does not have to have a dose after the 4 <sup>th</sup> birthday.	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)	3 doses	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)  No history of disease will be accepted in lieu of vaccine.
Grades 1 – 12	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday)	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday)  A child who has received 4 or more doses of polio vaccine does not	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)	2** or 3*** doses (11-15 year olds could be on a 2-dose schemul e)	1 dose (on or after 1 <sup>st</sup> birthday)  OR  A parent/gua rdian or physician history of disease may be



		have to have a dose after the 4 <sup>th</sup> birthday.			accepted in lieu of receiving vaccine.
Grade 7	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday) and 1 dose of Tdap, if applicable****	3 doses (with 1 dose on or after 4 <sup>th</sup> birthday)  A child who has received 4 or more doses of polio vaccine does not have to have a dose after the 4 <sup>th</sup> birthday.	2 doses (with dose 1 on or after 1 <sup>st</sup> birthday and dose 2 at least 28 days after dose 1)	2** or 3*** doses (11-15 year olds could be on a 2-dose schedule)	1 or 2 doses (Depends on age: One (1) dose is required if given at less than 13 years of age. Two (2) doses, separated by 28 days, are required if dose 1 is given at greater than 13 years of age.)  OR  A parent, guardian or physician history of disease may be accepted in lieu of receiving vaccine.

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

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

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

\*\*\*\*A 5-year interval between Td and Tdap is encouraged to reduce the risk of local and systemic adverse reactions. The interval between Td and Tdap may be shorter than 5 years (but not less than 2 years) if protection from pertussis is needed.

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

Vaccine doses administered up to 4 days before the minimum interval for age can be counted as valid for doses already administered.

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

## **IMMUNIZATION**

### **Arkansas Code Section 6-18-702.**

1. A. Except as otherwise provided by law, no infant or child shall be admitted to a public or private school or child care facility of this state who has not been age-appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization.
- B. The responsibility for the enforcement of this section rests equally with each school district of this state and the parent or guardian of the child or pupil, and each of them shall be separately and individually liable for permitting any violation of this section.

2.
  - A. Regarding kindergarten through grade 12 (K-12), the State Board of Education, after having consulted with the State Board of Health, shall school boards, superintendents, and principals.
  - B. Any school official, parent, or guardian violating the regulations shall be subject to the penalties imposed in this section.
  - C. The State Board of Health shall promulgate rules and regulations to ensure that all exemptions provided by this section shall have a minimal effect on the health and safety of all children attending day care or kindergarten through grade twelve (K-12).
3.
  - A. The rules shall provide for, but are not limited to, the tracking of those children with exemptions so that appropriate steps may be taken in the event of an outbreak or epidemic.
  - B. The department, and no other department or entity, shall grant exemptions provided by this section.
4. If in the discretion of the health authority having jurisdiction or of any physician licensed to practice by the Arkansas State Medical Board any person to whom this section applies shall be deemed to have a physical disability that may contraindicate vaccination, a certificate to that effect issued by the health officer may be accepted in lieu of a certificate of vaccination, provided that the exemption shall not apply when the disability shall have been removed.
5.
  - A. This section shall not apply if the parents or legal guardian of that child object thereto on the grounds that immunization conflicts with the religious or philosophical beliefs of the parent or guardian.
  - B. The parents or legal guardian of the child shall complete an annual application process developed in the rules and regulations of the department for medical, religious, and philosophical exemptions.
  - C. The rules and regulations developed by the department for medical, religious, and philosophical exemptions shall include, but not be limited to:
    - (a) A notarized statement requesting a religious, philosophical, or medical exemption from the department by the parents or legal guardian of the child regarding the objection;
    - (b) Completion of an educational component developed by the department that includes information on the risks and benefits of vaccination;

- (c) An informed consent from the parents or guardian that shall include a signed statement of refusal to vaccinate based on the department's refusal-to-vaccinate form; and
- D. A signed statement of understanding that:
  - (a) At the discretion of the department, the unimmunized child or individual may be removed from day care or school during an outbreak if the child or individual is not fully vaccinated; and
  - (b) The child or individual shall not return to school until the outbreak has been resolved and the department approves the return to school.
- E. No exemptions may be granted under this subdivision (d)(4) until the application process has been implemented by the department and completed by the applicant.
- 6. Furthermore, the provisions of this section requiring pertussis vaccination shall not apply to any child with a sibling, either whole blood or half blood, who has had a serious adverse reaction to the pertussis antigen, which reaction resulted in a total permanent disability.
- 7. Any person found guilty of violating this section or the regulations promulgated by the State Board of Education or the division for the enforcement of this section shall be guilty of a violation and upon conviction shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100) for each offense.

History. Acts 1967, No. 244, §§ 1-3; 1973, No. 633, § 1; 1983, No. 150, § 1; A.S.A. 1947, §§ 80-1548 - 80-1550; Acts 1997, No. 871, § 1; 1999, No. 1222, §§ 1, 2; 2003, No. 999, § 1; 2005, No. 1994, § 185.

## **STUDENT HEALTH REPORTS**

State law has made schools responsible for screening students for various health conditions including measuring students' body mass index, or BMI, and reporting the information to parents in kindergarten and even-numbered grades through grade 10. We measure students' height and weight, calculate BMI from that data, and notify parents in writing. Comparing your child's BMI to the average BMI for children the same age may indicate that your child is overweight or underweight. However, BMI does not take bone structure or muscle tone into consideration; so a BMI notice might classify a student as overweight, even though the bulkiness is all muscle or heavy bones, instead of fat. You may refuse to have your child's body mass index percentile for age assessed and reported by providing a written refusal to the school.

## **HEAD LICE**

“Head lice” are parasitic insects found on the heads of people. Head lice appear in three forms: the nit, the nymph, and the adult. Nits are head lice eggs that take about a week to hatch into nymphs. Nymphs look like small adults, and they mature into adults in about a week. Adult lice live up to 30 days on a person’s head and up to 2 days if they are not on a person. Anyone who comes into close contact with someone who has head lice, a contaminated person’s clothing, or other belongings is at risk for getting head lice. Head lice infestation impairs learning by causing tickling, itching, irritability, and sores. The school nurse or nurse’s aide shall examine students on a random or selective basis for head lice. In order to control the spread and detrimental effects of head lice infestation at school, any student infested with any form of head lice shall be sent home from school and not allowed to return until free from infestation.

The school will attempt to give parents verbal and written information on the treatment and prevention of head lice infestation when a student is sent home. Parents and students are responsible for successfully treating infestation in order to be re-admitted to school. A student returning from being sent home for head lice infestation shall be re-examined and found free of head lice in any form before the student may be re-admitted to school. A parent or guardian must accompany any non-driving student to the re-examination and take the student away from school if continued infestation is found. The school district’s registered nurse shall have final authority to determine whether a student is infested or not for school attendance purposes. The school nurse or nurse’s aide shall report chronic infestations to the child abuse hotline. A principal may file a FINS petition based upon a student’s chronic absences due to head lice infestation.

A principal may excuse a reasonable number of absences while a parent, guardian, or student is attempting to treat head lice infestation; however, a principal may determine that a parent, guardian, or student is not seriously attempting to successfully treat head lice infestation and designate any number of absent days as unexcused.

## **RECOMMENDATIONS FOR PHYSICAL ACTIVITY AND NUTRITION**

Over the last two decades, the prevalence of overweight among children and adolescents has increased substantially; it is estimated that as many as 16 percent of children and adolescents are overweight, representing a doubling of the rate among children and tripling of the rate among adolescents. A high prevalence of overweight and obesity is of great public health concern because excess body fat leads to a higher risk for premature death, type 2 diabetes, hypertension, dyslipidemia, cardiovascular disease, stroke, gall bladder disease, respiratory dysfunction, gout, osteoarthritis, and certain kinds of cancers.

For overweight children and adolescents, the goal is to slow the rate of weight gain while achieving normal growth and development. Maintaining a healthy weight throughout childhood may reduce the risk of becoming an overweight or obese adult. Eating fewer calories while increasing physical activity are the keys to controlling body weight. While overweight and obesity are currently significant public health issues, not all Americans need to lose weight. People at a healthy weight should strive to maintain their weight, and underweight individuals may need to increase their weight.

Engage in regular physical activity and reduce sedentary activities to promote health, psychological well-being, and a healthy body weight.

Children and adolescents. Engage in at least 60 minutes of physical activity on most, preferably all, days of the week.

Consume a sufficient amount of fruits and vegetables while staying within energy needs. Two cups of fruit and 2½ cups of vegetables per day are recommended for a reference 2,000-calorie intake, with higher or lower amounts depending on the calorie level.

Choose a variety of fruits and vegetables each day. In particular, select from all five vegetable subgroups (dark green, orange, legumes, starchy vegetables, and other vegetables) several times a week.

Consume 3 or more ounce-equivalents of whole-grain products per day, with the rest of the recommended grains coming from enriched or whole-grain products. In general, at least half the grains should come from whole grains. Consume 3 cups per day of fat-free or low-fat milk or equivalent milk products. To maintain body weight in a healthy range, balance calories from foods and beverages with calories expended. To prevent gradual weight gain over time, make small decreases in food and beverage calories and increase physical activity.

Overweight children. Reduce the rate of body weight gain while allowing growth and development. Consult a healthcare provider before placing a child on a weight-reduction diet.

Consume whole-grain products often; at least half the grains should be whole grains. Children 2 to 8 years should consume 2 cups per day of fat-free or low-fat milk or equivalent milk products. Children 9 years of age and older should consume 3 cups per day of fat-free or low-fat milk or equivalent milk products.

These recommendations are taken from the 2005 Dietary Guidelines for Americans published by the United States Department of Agriculture and the United States Department of Health and Human Services, available on the web at [www.health.gov/dietaryguidelines](http://www.health.gov/dietaryguidelines).

## **ACCIDENT INSURANCE**

If students or parents wish to purchase accident insurance, they may do so at the beginning of school. The school district pays for limited accident insurance—such as for athletics and school bus liability—but paying for medical expenses related to a student being hurt at school is the parent's obligation, not the school's. For this reason, we allow a private insurance company to make insurance available to everyone who wants to buy it at the beginning of the year. If you do not already have private health insurance, we suggest that you purchase the accident insurance that is offered. When students covered by insurance are injured, they should fill out claim forms from the office as soon as possible, and the school will forward them to the insurance company.

## **GUIDELINES FOR THE WATSON CHAPEL SCHOOL CAFETERIAS**

**JR. AND SR. HIGH SCHOOL** - All students will be issued a Photo/ID-Meal Card, at no charge, the first day of school. Students who lose or misplace their Photo/ID-Meal Card may get replacement cards for \$3.00 each. Students who do not have their Photo/ID-Meal Card will be denied access to the cafeteria. Once the student meal account has reached the maximum charge limit, written notices will be mailed to households. The balance owed must be paid. The school will maintain a list of students who have reported losing Photo/ID-Meal Cards and the number of occurrences for each student.

**L.L. OWEN AND COLEMAN** - Finger print imaging is used for point of service meal counting. Meal cards are no longer used. Once the students' meal account has reached the maximum charge limit, written notices will be mailed to households. The balance owed must be paid.

**EDGWOOD ELEMENTARY** - A computer generated meal counting system is not available. A manual check sheet is used at the point of service.

## **CAFETERIA GUIDELINES**

Students may pay up to one month in advance on their meal accounts. At the end of the school term, the students' account balances will be carried over for the next school term. In the event a student leaves school, a refund may be requested. If the refund exceeds \$15.00, a check will be processed and sent to the household at the address listed for the student.

The cafeteria provides nutritious, balanced meals at a minimum cost. Students may not charge more than \$15.00 in unpaid meals to his or her meal account for later payment. Extra food items may not be charged to a meal account for later payment. Students are encouraged to make application for free or reduced priced breakfast and lunches. Forms are available in the **FOOD SERVICE** office.

Meal prices are as follows:

Breakfast—Free meal status—	no charge
Reduced meal status--	.30
Paid meal status--	1.00
Lunch-----Free meal status—	no charge
Reduced meal status--	.40
Paid meal status--	1.50

Extra sandwiches may be purchased for \$1.00 and extra milk may be bought for \$.35. A second meal may be purchased for \$2.00. These prices are subject to change during the school year. Food may not be taken from the cafeteria.

Any student involved in violation of cafeteria rules for safety, entry, exit, conduct, or collection may lose privileges for one week for the first offense. A second offense will result in loss of privileges for one month. A third offense will result in the loss of privileges for a school semester.

Students may not order out or have food delivered during the school day.

## **FREE OR REDUCED-PRICE MEALS APPLICATION PROCESS**

Your family's income status may qualify your child for free or reduced-price meals at school. Students or parents may pick up an application from the school office. When a parent fills out one application, it lists and covers all the family's children, even if they attend different schools in the district. A new application has to be filled out every year. If your family was qualified for free or reduced-price meals last May, you have until September 13th this school year to turn in your new application and avoid being charged full price. After September 13th your child will be charged full price until you turn in an application and get approved again. Any student who leaves the district and returns must complete another application. Applications will be processed by the Child Nutrition Department as quickly as possible. If you are new to Watson Chapel schools, complete an application as soon as possible because you will have to pay full price for meals until your application is processed. We will send you a letter stating your eligibility status—free, reduced, or paid--once your application has been processed.



## **FOOD FROM HOME**

Due to a change in state regulations in the interest of food safety, we request that you do not send homemade foods to your child's class. Your child is still free to bring food from home for personal consumption. Lunches may be brought to school in regular school lunch boxes or a personal size bag. Students may not bring larger quantities of food to school. Students may bring beverages with their lunch so long as they are not in glass containers—thermos bottles or foil-pouch drinks are best. Parents must obtain special permission from the classroom teacher and the principal before sending food to school for other students on special occasions and any such food will have to comply with state laws and regulations.

## **SCHOOL CAFETERIA MENU SUBSTITUTIONS**

Our school district will provide substitute menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations at 7 C.F.R. Part 15b. You must fill out a Certification of Disability for Special Dietary Needs Form to request such an accommodation. Our school district does not prepare special menus based upon any family's religious beliefs. If a school menu fails to offer choices consistent with a family's religion, parents should assume the responsibility of preparing the child's meals.

## **MEAL ACCOUNTS AND REFUNDS**

Your child may not charge more than \$15.00 in unpaid meals to his or her meal account for later payment. Extra food items may not be charged to a meal account for later payment. Any money left in student accounts at the end of the year will be carried forward to the following year. Refunds of account balances will be given only to seniors or students who move out of the district.

## **VENDING MACHINES**

Watson Chapel School District does not provide vending machines for food or beverage for any student, grades K-12.

## **ALCOHOL AND DRUG USE**

Students having possession of, or under the influence of, alcoholic beverages, controlled substances, or illegal drugs shall be suspended and possibly recommended

for expulsion. Parents will be notified, and student offenders will also be turned over to law enforcement for prosecution. Drug dogs are used to locate alcohol, marijuana, and other illegal substances in lockers, automobiles, and other locations on the school campuses. Students are responsible for the contents of their pockets, backpacks, purses, lockers, and automobiles. Lockers are not private—they belong to the school—and the school authorities may search lockers in the interest of keeping the students safe and drug-free.

## **POLICY AGAINST SMOKING OR USE OF TOBACCO**

For the purpose of this policy, “tobacco” is defined to include tobacco or tobacco products in any form including, but not limited to, cigarettes, electronic cigarettes, cigars, chewing tobacco, and snuff. “Use” includes smoking or ingesting tobacco, holding tobacco in the hand, or visibly carrying tobacco on the person. No person may use tobacco in or on any property owned or leased by the district, including school buses or any other school vehicle. No student may use or possess tobacco on school property, or any school vehicle, while waiting on any school vehicle, or at any school activity on or off school property. No person may advertise tobacco products in any manner, in school buildings, on school property, in or on school vehicles, at school functions, or in school publications or publications allowed to be distributed at any school activity, whether on or off school property, whether by print or electronic media, sponsorship, giveaways of tobacco-related gear, or wearing of clothing promoting tobacco or tobacco use. Students shall be presented with tobacco prevention education in appropriate grade levels. Tobacco education shall be integrated into the general health education programs and be designed to: instruct about immediate and long-term undesirable physiologic, addictive, cosmetic and social consequences of tobacco use; decrease social acceptability of tobacco use; address reasons why young people smoke; teach how to recognize and refute advertising and other social influences that promote tobacco use; develop student’s skills for resisting social influences that promote tobacco use; and develop necessary assertiveness, communication, goal-setting, and problem-solving skills that may enable students to avoid tobacco use and other health-risk behaviors. Students who refuse to comply or violate this policy shall be subject to progressively harsher consequences from detention hall through suspension or expulsion.

## **ACCESS TO STUDENT RECORDS**

The student, parent, or legal guardian of a student may have access to a student’s records upon written request to the principal. Activation codes to register on EDLINE for parents and students will be available at parent-teacher conferences. These codes are needed for any student entering the current building for the first time. If you need any assistance registering or connecting to the web-based EDLINE program,

contact the school media specialist (librarian). Parents and students should expect to see a weekly progress report posted on EDLINE, starting the second week of school.

## **COUNSELING**

Students desiring counseling with a faculty member, principal, or guidance counselor should seek an appointment.

## **CONCERNING YOUR PRIVACY**

Students shall not be asked to fill out surveys with personal identifying information. Personal identifying information may be required on tests. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Watson Chapel School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Watson Chapel School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Watson Chapel School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as r football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Watson Chapel School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Watson Chapel School District has designated the following information as directory information: Student's name, participation in officially recognized activities and sports, photograph, degrees, honors, and awards received, major field of study, dates of attendance, grade level, and the most recent educational agency or institution attended.

Watson Chapel Schools intend to forward student education records to officials of another school district upon request giving us reason to believe that the student seeks or intends to enroll in that other school.

The FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Watson Chapel School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

---

**Footnotes:**

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

## FIGHTING

For public safety reasons, we will not tolerate fighting—no matter who starts it—so please support law and order by not encouraging your child to fight at school because he or she will be punished for it. All of us are aware that some students “pick” fights with others who would not otherwise be tempted to fight. The sign on the next page is posted throughout our schools. Please encourage your child to report bullying, rather than getting into fights. That way, only the bully gets in trouble! Any parent who has witnessed, or has reliable information that, a pupil has been the victim of bullying should report the incident to the principal. No person who files a complaint of bullying or any other disciplinary infraction to a teacher or administrator shall be subject to retaliation or reprisal in any form.

## BULLYING

***What is it?*** It’s persecuting, intimidating, harassing, threatening, or oppressive teasing.

**Don’t be a bully, and don’t let a bully get away with it.**

***What can you do about it?*** Tell your teacher or your principal.

### Addition to ARKANSAS ANTIBULLYING POLICIES

Bullying of a public school student or employee is prohibited. School administrators shall promptly investigate, make a record of the investigation and any disciplinary action taken.

ACT 907 of 2011

## HAZING

Hazing is prohibited in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.

Act 1160 of 2011

### Arkansas Code Section 6-18-514 Antibullying Policies

(1) The General Assembly finds that every public school student in this state has the right to receive his or her public education in a public school educational environment that is reasonably free from substantial intimidation, harassment, or harm or threat of harm by another student.

(2) The school board of directors in every public school district shall adopt policies to prevent pupil harassment, also known as bullying.

As used in this subchapter:

(A) "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

Physical harm to a public school employee or student or damage to the public school employee's or student's property;

(ii) Substantial interference with a student's education or with a public school employee's role in education;

(iii) A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; of

(iv) Substantial disruption of the orderly operation of the school or educational environment;

(B) "Electronic act" means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager;

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

(D) "Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:

Necessary cessation of instruction or educational activities;

(i) Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

(ii) Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

(iii) Exhibition of other behaviors by students or educational staff that substantially interferes with the learning environment.

The policies shall:

(1) (A) Clearly define conduct that constitutes bullying.

(B) The definition shall include without limitation the definition contained in subsection (a) of this section;

(2) Prohibit bullying:

(A) While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events; or

(B)(1) By an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment.

(2) This section shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

## **RESPONSIBILITY FOR PROTECTION OF SCHOOL PROPERTY**

Parents or students may be required to pay repair or replacement costs for school property that is accidentally or intentionally damaged or lost.

## **POLICE INVOLVEMENT**

Schools are a part of the community with a commitment to public safety. School officials are required to notify law enforcement officers under some circumstances. School security officers are on duty to protect and educate your child. Therefore, law enforcement officers may come into contact with your child. Students may be reported to, interviewed by, or taken into custody by law enforcement personnel. When such situations arise, school personnel shall make reasonable efforts to notify parents; however, the schools cannot guarantee that parents will be contacted. Please help us teach your child that they should respect, cooperate with, and not fear law enforcement personnel.

## **LAW ENFORCEMENT INTERVIEW OF STUDENT**

Principal is prohibited from notifying the parent, guardian, custodian, or person standing in loco parentis if:

official investigation by legal authority (specified in law) dealing with suspected child maltreatment, and

parent, guardian, etc. is named as an alleged offender.

The investigator shall provide the school with written documentation that notification is prohibited.

ACT 613 of 2011

## **PARENT ORGANIZATIONS**

Please do what you can to support your school's parent involvement groups. We appreciate your help, and we are committed to parental involvement.

## **RESOLVING PARENTAL CONCERNS**

The following process is your method for bringing your concerns and criticisms to our attention and pursuing resolutions: Please see items numbered 3-16 under "Complaint Process" pages 33-36.

## **DEVELOPMENT, REVIEW AND REVISION OF POLICIES**

District administration shall annually review district student discipline and school safety policies to ensure that they are consistent with state and federal law, developing case law, and Department of Education guidelines.

Parents, teachers, or students may request and receive a hearing with the Superintendent or his designee(s) to consider revision of the policies or particular provisions of these policies.

Parents, teachers, students, school district administrative personnel, community representatives, and school counselors are requested to review these policies annually and suggest revisions to the district administration.



## COMPLAINT PROCESS

The Board and administration welcome notice and the opportunity to correct the behavior of any person violating district policy, state or federal law.

This process shall be used to complain about any action of any District employee, program, or service pursuant to any local, state, or federal program or law including, but not limited to, state civil rights acts, Title I, IDEA, Section 504, Title IX, and Title VI. This process would be the proper way to protest any rule or ruling made by the Board of Education or any school employee.

This procedure shall be followed as an orderly method of resolving or responding to concerns at the lowest possible administrative level in a clear and timely manner.

1. It is a violation of this policy and state law to engage in verbal abuse of a school employee.
2. No person shall be retaliated against in any manner for complaining by using this process.
3. Any student or parent of a student (“complainant”) may communicate a complaint, problem, or concern (“complaint”).
4. A complainant may communicate a complaint to a teacher, a principal, or any other district employee with authority to resolve the complaint; but no complainant may interfere with school operations or visit a classroom without permission of the teacher or the principal.
5. A complaint may be communicated and resolved informally—that is, orally or not in writing. However, if a complainant is not satisfied with the informal resolution of a complaint, the complainant must communicate the complaint again in writing and wait for a written response before appealing.
6. Any employee receiving a written complaint shall investigate and give the complainant a written report of investigation and proposed resolution or other appropriate response as soon as practicable.
7. Any employee receiving a complaint of sexual or racial harassment or criminal activity shall give the superintendent a copy of the complaint immediately.
8. If the employee receiving a written complaint has not responded within 5 working days or if a complainant is not satisfied with the employee’s response to a written complaint, the complainant may appeal in writing to the employee’s supervisor or principal.

9. Any supervisor or principal receiving a written appeal shall investigate and give the complainant a written report of investigation and proposed resolution or other appropriate response within 5 working days or as soon as practicable; otherwise, the supervisor shall give the complainant a status report and estimated completion date within those 5 days.
10. If the supervisor or principal receiving a written appeal has not responded within 5 working days or if a complainant is not satisfied with the response to an appeal, the complainant may appeal in writing to the superintendent.
11. The superintendent shall give the complainant a written report of investigation and proposed resolution or other appropriate response within 5 working days.
12. If the complainant is not satisfied with the superintendent's response, the complainant may appeal and have a hearing during the next regularly scheduled board meeting.
13. Any such hearing may be open or closed to the public at the discretion of the complainant.
14. If the hearing is open, the parent or guardian of any student under the age of 18 who gives testimony may elect to have the student's testimony given in a closed session.
15. All parties to the complaint may present and question witnesses.
16. The school board shall respond to any written appeal in writing.

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

(2) "Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district; and

(3) "Residential address" means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside.

(b)(1) The public schools of any school district in this state shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the

school district and to all persons between those ages who have been legally transferred to the district for education purposes.

(2) For purposes of this section, a student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

(3) Any school district may require a parent, legal guardian, or other person in loco parentis who enrolls a student in a school district to sign a statement under oath attesting to his or her residential address or to provide other proof that a student is a resident of the school district as defined by this section.

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

(d) In order for a person under eighteen (18) years of age to establish a residence for the purpose of attending the public schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the district for a primary purpose other than that of school attendance.

(e)(1) Any school district that admits for ten (10) school days or more a student that the school district knows or should have known is a resident of another school district not included in a tuition agreement or is not officially transferred to it shall be liable to the resident district of the student for an amount of money equal to the amount of state foundation funding per student.

(2) Notice to a school district by a complainant school district that a student is attending illegally in the school district begins the running of the ten-day time period.

(3) Causes of action arising under this subsection may be brought in a court of competent jurisdiction.

(4) The school district that admits the student shall have the burden of proof as to the student's residency.

(5)(A) Upon presentation of a court order or judgment finding that a school district has admitted for ten (10) school days or more a student the district should have known was a resident of another district, as set forth in subdivision (e)(1) of this section, the Department of Education will satisfy the defendant school district's liability by transferring to the complainant school district the appropriate amount of funds from state aid that the department would have distributed to the defendant school district.

(B) The transfer will be made from the next payment due to the district from the department after the order is received by the department.

(f) Any person who knowingly gives a false residential address for purposes of public school enrollment shall be guilty of a violation and subject to a fine not to exceed five hundred dollars (\$500).

(g) This section shall not be construed to restrict a student's ability to participate in a tuition agreement with a nonresident school district or to officially transfer to another school district pursuant to the Arkansas Public School Choice Act of 1989, § [6-18-206](#).

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

**History.** Acts 1987, No. 466, § 1; 1987, No. 591, § 1; 1989, No. 895, § 1; [1999, No. 391](#), § 9; [1999, No. 663](#), § 1; 2005, No. 1994, § 64; [2005, No. 2121](#), § 6.

## **MINIMUM AGE FOR ENROLLMENT IN PUBLIC SCHOOL**

For the 2013-2014 school year and afterwards, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment.

Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

### **Arkansas Code Section 6-18-208.**

#### **Requirements for enrollment in public school - Exceptions.**

(a) Prior to a child's admission to an Arkansas public school, a school district shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Department of Education.

(b) Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

(1) A birth certificate;

(2) A statement by the local registrar or a county recorder certifying the child's date of birth;

(3) An attested baptismal certificate;

(4) A passport;

(5) An affidavit of the date and place of birth by the child's parent or guardian;

(6) Previous school records; or

(7) A United States military identification.

(c) Prior to a child's admission to an Arkansas public school, the parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

(d)(1) Beginning with the 2005-2006 school year, no school or school district shall:

(A) Use, display, release, or print a student's social security number or any part of the number on any report, identification card, identification badge, or any document that will be made available or released to the public, to a student, or to a student's parent or guardian without the express written consent of the student's parent if the student is a minor or of the student if the student is eighteen (18) years of age or older; or

(B) Make a student's social security number available by reading the magnetic strip or other encoded information on the student's identification card.

This section shall not apply to educational records that are transferred to or between the Department of Education, other public schools or school districts, or other governmental agencies as allowed or required by federal law, state law, or State Board of Education rule.

History. Acts 1959, No. 139, § 1; A.S.A. 1947, § 80-1501.1; Acts 1991, No. 838, § 1; 1993, No. 363, § 1; 1995, No. 574, § 1; 2003, No. 63, § 1; 2005, No. 246, § 1.

## **ARKANSAS LAWS ON SCHOOL ATTENDANCE**

(A) UNDER THE PENALTY FOR NONCOMPLIANCE AS SHALL BE SET BY LAW, EVERY PARENT, GUARDIAN, OR OTHER PERSON RESIDING WITHIN THE STATE OF ARKANSAS HAVING CUSTODY OR

CHARGE OF ANY CHILD AGE FIVE (5) THROUGH SEVENTEEN (17) ON OR BEFORE AUGUST 1 OF THAT YEAR SHALL ENROLL AND SEND THE CHILD TO A PUBLIC, PRIVATE, OR PAROCHIAL SCHOOL OR PROVIDE A HOME SCHOOL FOR THE CHILD, AS DESCRIBED IN WITH THE FOLLOWING EXCEPTIONS:

(1)(A) ANY PARENT, GUARDIAN, OR OTHER PERSON RESIDING WITHIN THE STATE AND HAVING CUSTODY OR CHARGE OF ANY CHILD MAY ELECT FOR THE CHILD NOT TO ATTEND KINDERGARTEN IF THE CHILD WILL NOT BE AGE SIX (6) ON AUGUST 1 OF THAT PARTICULAR SCHOOL YEAR.

(B)(i) If an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed kindergarten waiver form with the local district administrative office.

(ii) The form shall be prescribed by regulation of the Department of Education.

(iii) Upon the filing of the kindergarten waiver form, the child shall not be required to attend kindergarten in that school year;

(2) Any child who has received a high school diploma or its equivalent as determined by the State Board of Education is not subject to the attendance requirement;

(3) Any child age sixteen (16) or above enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education is not subject to the attendance requirement;

(4)(A) Any child age sixteen (16) or above enrolled in an adult education program as provided for in subsection (b) of this section or in the Arkansas National Guard Youth Challenge Program is not subject to the attendance requirement.

(B) The requirements in subsection (b) of this section shall not apply to the Arkansas National Guard Youth Challenge Program; and

(5) Any child age sixteen (16) or above enrolled in an adult education program prior to June 13, 1994, under a waiver granted by the local school district who is currently attending the program is not subject to the attendance requirement.

(b) A local school district may grant a waiver of the attendance requirement to any student age sixteen (16) or seventeen (17) to enroll in an adult education program only after all of the following requirements have been met:

(1) The student makes formal application to the school district for a waiver to enroll in an adult education program;

(2)(A) After formal application and prior to any further action on the application, the student shall be administered either a test for adult basic education or a General Educational Development Practice Test under standardized testing conditions by a

public school official designated by the school and shall score 8.5 grade level or above on the test for adult basic education or a minimum score of 450 on each section and a minimum composite score of 490 on the General Educational Development Practice Test.

(B) Provided, however, that the minimum test scores shall not be required of any student who is subject to the attendance requirement of this section but who was not enrolled in any school district during the previous school year;

(3) The student and the student's parents, guardians, or persons in loco parentis meet with the school counselor to discuss academic options open to the student;

(4) The school district determines that the student is a proper candidate for enrollment in adult education, contingent upon approval by the appropriate adult education program;

(5) The adult education program reviews the student's school and testing records and agrees to admit the student into the program;

(6) The adult education program shall report attendance of all sixteen-year-old and seventeen-year-old enrollees to the sending school district on at least a monthly basis;

(7)(A) The adult education program shall require for continued enrollment a minimum of twenty (20) hours per week of class attendance and instruction.

(B) Provided, however, that a minimum of ten (10) hours shall be required for any student who is employed for thirty (30) hours or more each week;

(8) The student, the student's parents, guardians, or persons in loco parentis, and the administrative head of the adult education program agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;

(9) In the event that a more appropriate assessment test or testing and assessment mechanism shall be developed to determine a reasonable level of competency for success at the adult education level, that test or mechanism shall be substituted, with the approval of the Adult Education Section of the Department of Workforce Education, for the tests required in subdivision (b)(2) of this section;

(10) In the event that a student does not attend class as mandated in this subsection or make reasonable progress toward the completion of the adult education curriculum, the student shall reenroll in the public schools within five (5) days from the date the student is released from the adult education program; and

(11) The above requirements shall not apply to students enrolled in a private, parochial, or home school in the state.

(c) Students age sixteen (16) or seventeen (17) enrolled in a private, parochial, or home school who desire to enroll in an adult education program shall meet the following requirements:

(1)(A) Students shall apply for enrollment to the adult education program.

(B) A student enrolled in a private or parochial school shall provide a letter from the principal or administrator of the private or parochial school to verify enrollment and shall score 8.5 grade level or above on the test for adult basic education or a minimum score of 450 on each section and a minimum composite score of 490 on the General Educational Development Practice Test.

(C) A student that is home schooled shall provide a notarized copy of the notice of intent to home school provided to the superintendent of the local school district as required by § [6-15-503](#);

(2) The student and the student's parents, guardians, or persons in loco parentis shall meet with the appropriate staff of the adult education program to discuss academic options open to the student;

(3) The adult education program administrators shall review the student's school and testing records prior to allowing admission to an adult education program;

(4)(A) Except as provided in subdivision (c)(4)(B) of this section, the adult education program shall require for continued enrollment a minimum of twenty (20) hours per week of class attendance and instruction.

(B) A minimum of ten (10) hours shall be required for any student who is employed for thirty (30) hours or more each week;

(5) The student, the student's parents, guardians, or persons in loco parentis, and the administrative head of the adult education program agree in writing that the student will attend the requisite number of hours per week and maintain appropriate conduct as outlined in the local adult education program student handbook;

(6) In the event that a student does not attend class as mandated in this subsection or make reasonable progress toward the completion of the adult education curriculum, the student shall reenroll in either a public, private, parochial, or home school within five (5) days from the date that the student is released from the adult education program; and

(7) If a home school student is accepted into the adult education program, the student's parent, guardian, or person standing in loco parentis shall send written notification to the local public school superintendent of his or her intent to participate in the adult education program.



(d) Students age sixteen (16) or above enrolled in a private, parochial, or home school who desire to take the General Educational Development Test shall meet the following requirements:

(1) A student shall not be required to obtain permission or approval from any official in a public school district before being allowed to take the test;

(2) A student enrolled in a private or parochial school shall provide a letter from the principal or administrator of the private or parochial school to verify enrollment;

(3) A student enrolled in a home school shall provide a notarized copy of the notice of intent to home school provided to the superintendent of the local school district as required by § [6-15-503](#); and

(4) A student enrolled in a private, parochial, or home school must achieve at least the minimum official General Educational Development Practice Test scores.

(e)(1) Nothing in this section shall prohibit a public school district from continuing with an adult education program to provide educational services to sixteen-year-olds and seventeen-year-olds enrolled in public school if a contract is negotiated between the district and the adult education program that includes:

(A) Financial considerations for serving the students enrolled in the public school districts; and

(B) Accountability measures to ensure monitoring of student progress and attendance.

(2) Any contract for services by an adult education program for sixteen-year-olds and seventeen-year-olds shall be submitted to the Department of Workforce Education for final approval.

(3) Any student served by an adult education program under a contractual arrangement as described in this subsection shall not be counted in any enrollment numbers reported by the adult education programs for state or federal funding.

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

History. Acts 1983 (Ex. Sess.), No. 60, § 3; 1985, No. 1029, § 2; 1985 (1<sup>st</sup> Ex. Sess.), No. 40, § 1; 1985 (1<sup>st</sup> Ex. Sess.), No. 42, § 1; A.S.A. 1947, §§ 80-1503, 80-1503.4; Acts 1987, No. 319, § 1; 1989, No. 598, § 1; 1991, No. 320, § 1; 1994 (2<sup>nd</sup> Ex. Sess.), No. 30, § 1; 1994 (2<sup>nd</sup> Ex. Sess.), No. 31, § 1; 1995, No. 837, §§ 1, 2; 1997, No. 1148, § 1; 1997, No. 1230, § 1; 1999, No. 570, § 1; 2001, No. 1514, § 1; 2001, No. 1535, § 1; 2001, No. 1659, § 1; 2003, No. 604, §§ 1, 2, 3.

## **ATTENDANCE**

Students not present at school are considered absent. After 10 unexcused absences of students not being present in the classroom, the students could lose course credit, fail to move up a grade, or not graduate. Students may submit make-up work if a note is brought to the principal's office. Parents requesting make-up work must contact the principal's office by note. Parent or guardian may petition the administration for special arrangements to address the student's absences. If a student misses more than 10 days due to extenuating circumstances such as a severe illness or court, documentation must be provided by a medical or legal professional.

After 5 days of a student not being present in the classroom, the parents should receive a letter from the school. This letter will serve as a warning and as an encouragement. After 10 days of not being present in the classroom. The student will be reported to Family in Need of Services (FINS). Parents should monitor their student school attendance closely.

Students will be considered tardy to school if the student is not in their classroom when the 1<sup>st</sup> school bell rings or the tardy bell rings. Students must stay until the end of the day. If students are checked out prior to that time, it will be recorded as early check-out

Schools operate on a closed campus concept. All visitors must go to the office immediately for permission to remain on campus. Students may leave only after permission has been granted and after properly signing out. Leaving school without proper permission or properly signing out will be considered an act of truancy. Students will not be permitted to leave the campus without first checking with the assistant principal or principal and the parent signing the student out. No other persons are authorized to give a student permission to leave the school campus. Requests by parents or guardians should not be excessive, as this tends to disrupt the educational process.

Students participating in school events must be in school on the day of the event. Student travel for school-related performances, competitions, and inter-scholastic athletic events shall require the prior approval of the superintendent.

IEP's and 504 plans supersede attendance policies if attendance exceptions are written in the student's IEP or 504 plan.

Arkansas Code Ann. 6-18-222; 6-18-209 and ACT 1223 of 2011

## **ABSENCES, CHECK-OUTS, AND EXCUSE NOTES FOR EDGEWOOD ELEMENTARY SCHOOL**

Attending school and arriving on time are essential to a child's success as a student. Attendance in the early school years has a lot to do with how well your child

does in school later on. School attendance is also regulated by state laws that make the parent responsible. Please make every effort to have your child at school on time every day school is open.

When a child is absent from school, a note of explanation must be written, signed by a parent, and given to your child's teacher when the student returns to school before the absence can be excused. If the parent's note does not contain an excuse that is acceptable to the principal, the absence will be unexcused. At the school's discretion, a parent may be required to obtain additional documentation—such as a doctor's note or a note from an agency representative—before excusing an absence. When a child's absence is unexcused, the student is not allowed to make up missed work and unexcused absences added up for possible reporting to authorities.

A child will be considered tardy if he/she arrives at school later than 8:05 a.m. If a child leaves school before 2:50 p.m., he/she will be considered as leaving school early. Unexcused tardies may result in a conference with parent/guardian and/or filing FINS (Family in Need of Services) with the Juvenile Court. If a child is tardy due to a doctor or dentist appointment, you must bring a note from the doctor or dentist for it to be excused. Otherwise, tardies and early checkouts will not be excused.

### **Arkansas Code Section 6-18-211. Mandatory attendance for students in grades nine through twelve.**

(a) Beginning with the 2004-2005 school year, students in grades nine through twelve (9-12) shall be required to schedule and attend a full school day.

(b)(1) No later than January 30, 2004, the State Board of Education shall promulgate regulations that require students in grades nine through twelve (9-12) to enroll in no fewer than three hundred fifty (350) minutes of planned instructional time each day as a requirement for graduation.

(2)(A) The regulations shall allow local school boards of directors to develop policies to allow:

(i) Students to be assigned to no more than one (1) class period each day for a study hall period that the student shall be required to attend and participate in for a full class period of self-study or organized tutoring in the school building; and

(ii)(a) No more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time.

(b) If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time.

(B) The regulations shall allow local school boards of directors to develop policies for granting waivers to students who would experience proven financial hardships if required to attend a full school day.

(c) Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the requirements of this section even if the programs are not located at the public schools.

(d) Nothing in this section and Section [6-18-210](#):

(1) Precludes a student who has met all graduation requirements from graduating early.; or

(2) Requires a student who has graduated early from high school to continue to attend school.

## **NON-DISCRIMINATION**

Our district shall not discriminate against any person on the basis of sex, race, color, or national origin in its education programs. No student shall be denied equitable access to instructional services, transportation, student activities, facilities, honors, awards, learning materials, guidance, counseling, curriculum and instruction.

## **SPECIAL EDUCATION NOTATION**

No notation of the special education status of a student is recommended or required when that student is mainstreamed into a regular education class. Student transcripts that indicate enrollment in special education classes outside of the regular classroom are limited to the following notation: "Placement in this class was based on the student's individualized educational plan."

## **GRADING SYSTEM**

Grades assigned to students for performance in a course shall reflect the extent to which the student has achieved the expressed academic objectives of the course. Grades are reported each nine weeks and are assigned to students reflecting the educational objectives only and rules of the AR code 6-18-223. All regular courses will continue to receive: AR code 6-15-902. The following grading scale shall be used by all schools, grades 1-12, for all courses offered except advanced placement, college placement, International Baccalaureate and honors courses:

Performance %	Letter Grade	Numeric Value
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

## **KINDERGARTEN GRADING SCALE**

Performance %	Letter Grade	Represents
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Needs Improvement
0-59	F	Unsatisfactory

## **GRADE REPORTING**

Interim grade reports shall be sent to parents of students bordering on failure after five weeks of each nine-week grading period. At the end of each nine weeks, a grade report shall be sent home. If retention at the current grade level is probable, a notice and an invitation to a parent-teacher conference will be sent home.

## **HOMEWORK**

Teachers shall assign homework that is appropriate and meaningful, promotes the development of students' independent study skills, reinforces and strengthens academic skills, broadens educational experiences, and relates those experiences to the real life of the community.

## **ADVANCED PLACEMENT COURSES**

"Pre-Advanced Placement" (Pre-AP) course means a middle school junior high school, or high school level course that specifically prepares students to enroll and to participate in an advanced placement course. Students who are considering taking Advance (Pre-AP) math classes should have a "B" average or above, and score advanced on the Benchmark Exams to request advanced classes. Students who are considering taking Advanced (Pre-AP) courses such as Pre-AP English, Pre-AP Social

Studies, or Pre-Ap Science; should have a "B" average or above, and score proficient or above on the Benchmark Exams to request advanced classes.

“Advanced Placement” (AP) course means a high school level preparatory course for a college Advanced Placement test that incorporates all topics specified by the College Board and the Educational Testing Services on its standard syllabus for a given subject area and is approved by the College board and Educational Testing Service.

“Weighted Credit” means additional quality points for designated AP courses.

Students taking AP Calculus, AP English 11 and 12, AP American History, AP European History, AP World History, AP Biology, and AP Chemistry will receive quality points for determining grade points after completing the AP exam.

Students shall be offered Pre-AP and AP courses in accordance with state law and regulations. Pre-AP classes will receive the same quality points that all regular academic courses receive. Students enrolled in courses carrying weighted credit must take the applicable AP examinations in order to qualify for the weighted credit. Those examinations shall be administered free to the students.

The instructors of a Pre-AP or AP course must meet Arkansas Teacher Licensure requirements and must attend a College Board sponsored or endorsed training institute, or workshop in the teacher’s content area. The following grading scale shall be used by all schools for advanced placement, college placement, international baccalaureate, and ADE-approved honors courses:

## **ADVANCED PLACEMENT GRADING SCALE**

Performance %	Letter Grade	Numeric Value
90-100	A	5
80-89	B	4
70-79	C	3
60-69	D	1
0-59	F	0

## **PROMOTION/RETENTION and REMEDIATION**

It is always a concern when students are not successful in school. It is imperative that students are able to pass Literacy and Mathematics. The foundation of all learning revolves around the skills of reading, writing, spelling, and being able to utilize the basic

subject matter or master the more complex subjects involved in higher sciences, higher mathematics, and the many different divisions of social studies. (Arkansas Code 6-15-404).

Any student not performing at grade level or falling below state proficiency standards shall be required to participate in some form of additional school work (Academic Improvement Plan (AIP) remediation) until the student meets state standards. Academic Improvement Plan (AIP) remediation will take the form of remediation classes at the Junior and Senior High School during the school day. Elementary and middle school students will receive remediation through computer classes and small group instruction. Any student not performing at grade level or participating in AIP remediation will be retained at the current grade level and/or lose credit. Participation in remediation does not guarantee promotion to next grade level.

Students who do not pass both Literacy and Mathematics in their regular classroom will be retained. The test scores of students who have been retained will be reviewed by their principal and/or counselor. If that student passed the state-mandated test in the subject they failed in the regular classroom, they will be promoted to the next grade. In other words, students must pass both Literacy and Mathematics for the entire year or pass both the Literacy and Mathematics sections on state mandated tests in order to move to the next grade or they will be retained regardless of any other circumstances not academically justifiable (the exception of those students receiving assistance from Special Services...but, even in the case a student is enrolled in Special Education, he/she must meet the Individual Education Plan (IEP) requirements set forth by the child's committee representatives in order to pass to the next grade.)

If a student was promoted who did not pass both Literacy and Mathematics in the regular classroom or did not pass the state-mandated test, that student will be returned to his or her previous grade and will repeat the entire grade.

ACT 35 of 2004 states that students may be retained without regard to social promotion. The State of Arkansas no longer recognizes social promotion as an acceptable practice regarding student advancement from one grade to the next. No student may be assigned to a grade level based..."solely on age or other factors that constitute social promotion, except as provided by applicable federal and state law." (Arkansas Code 6-15-2005)

After a child has been retained for the second time, the child will be referred for evaluation for Special Education in grades K-8. If the child does not qualify for Special Education, the child will continue to be remediated and promoted to next grade. Students in grades 9-12 will repeat the failed course in regular class or will go to ALE for credit recovery. ELL students that fail literacy and math may only be retained upon parental written request.

## **PROMOTION AND RETENTION**

A seventh or eighth grader must meet one of the following:

1. pass six out of eight semesters of core courses in math, science, English, and social studies, or
2. pass 60% of all accredited courses taken during the school year.

Freshmen must earn 4 units of credit to be promoted to the 10th grade. To qualify for senior pictures in the yearbook, students must have earned at least 15 units of credit at start of their senior year.

## **ALTERNATIVE LEARNING ENVIRONMENT**

A student may be at-risk for failure in regular classrooms due to emotional, social, or academic problems. The student may be qualified for placement in an alternative learning environment (ALE) in order to improve the chances of making progress toward educational goals. Students in an ALE setting shall receive grades in their coursework, but they shall pursue their studies in another classroom location under the supervision of a certified teacher using an alternative instructional strategy—such as computer-based instruction. Any student, parent, counselor or teacher who believes a change from the regular classroom may keep a student from failing is invited to discuss the matter with a teacher, counselor or principal. An Alternative Education Placement Team will make the final determination whether any student shall be transferred from regular classes to ALE classes and, also, whether any ALE student shall return to regular classes. ALE classrooms are located at the Junior and Senior High Schools.

## **NON-RESIDENT STUDENTS**

The Watson Chapel School District will not admit any nonresident pupils to its schools except through the state-regulated School Choice Program which requires application by July 1 proceeding any school year.

## **ASSIGNMENT OF TRANSFER STUDENTS**

When a student transfers to the Watson Chapel School District from another accredited school, he shall be placed in the grade prescribed by his former school. Any six-year-old child who has not completed an accredited kindergarten program prior to initial enrollment in Watson Chapel School District shall be evaluated by the district and placed in the first grade if the evaluation results indicate the child is ready for enrollment in the first grade. If the evaluation results indicate that the child is not ready for enrollment at the first grade level, the child shall be enrolled in the district kindergarten program.



**Placement of a non-accredited or non-kindergarten six-year-old will be determined by the following evaluation procedures:**

Administering a preschool or kindergarten standardized test of concepts basic to understanding verbal instructions.

Teacher inventory:

Recognition of numbers 1-20

Recognition of alphabet A-Z

Recognition of the eight basic colors

Recognition of shapes (circle, square, rectangle, and triangle)

Ability to write first and last names

All of the above teacher inventory, with the exception of name writing, will be done with flash cards. The same percentage of correct responses as required in the Kindergarten Curriculum Guide will be applied.

## **STUDENT TRANSFERS FROM AN ACCREDITED SCHOOL**

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Grade accumulated on an official transcript will be accepted.

## **TRANSFERS FROM HOME AND NON-ACCREDITED SCHOOLS**

Any student transferring from home school or a school that is not accredited by the Department of Education shall be evaluated by the school staff to determine the student's proper grade and class placement. Staff shall use standardized tests of their choosing to determine the appropriate grade level for placement. The student's score shall be at grade level or the school's class average score for placement in a grade. The transfer student's record for pre-transfer schooling shall indicate credit only and not include letter grades. Students transferring after the 9th grade from home school or a non-accredited school can be honor graduates but not valedictorians or salutatorians. These students cannot displace any other honor graduate in rank for recognition and will be placed at the end of the honor graduates during Senior Day and graduation ceremonies.

## **HOMESCHOOL PARTICIPATION**

Home school students may participate in their resident district's athletic programs, fine arts programs, and special interest clubs. In order to participate, they must notify principal within the first eleven (11) days of the fall or spring semester and before signups, tryouts, etc.

ACT 1469 of 2013

## **ENROLLMENT DURING EXPULSION FROM ANOTHER DISTRICT**

Any person who has been expelled as a student from any other school district and who is otherwise eligible to enroll in our district may request a hearing before the Board of Education. After the hearing, the Board may permit or not permit the person to enroll before the expulsion has expired.

## **PROHIBITED CONDUCT**

**These rules are in addition to the other rules on student conduct in this handbook.**

Students are prohibited from committing the following infractions while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events:

Gum chewing and littering

Using a phone without permission

Failure to bring textbooks or other required materials to class

Disruption or interference with school operations—including, but not limited to, communicating a false alarm, blocking an entrance or passageway, breaking into line, failing to line up when directed, bringing unauthorized non-students on campus, distributing or communicating a written or spoken message intended to disrupt or interfere with school operations, or congregating in large groups in the hall

Tardiness or unauthorized departure from a school activity

Unauthorized entry into faculty, staff, or other prohibited areas, vehicles, or another school campus

Lying or cheating for oneself or another

Disregard of directions or commands given by authorized school personnel, such as teachers, bus drivers, and principals

Possession of any prohibited electronic device

Use of any school computer, network, or internet access contrary to instructions, law, or in violation of any other school policy or directive

Bullying (as defined in Arkansas Code Section 6-18-514 included in this handbook) including bullying by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose

Harassment

Gambling

Unauthorized selling or buying of goods or services

Violation of posted rules or regulations

Loss, damage, destruction, defacement, or theft of private or school property

Wearing apparel which is prohibited, disrupts the educational process, or interferes with the rights or opportunities of others to learn or teach

Violation of any local, state, or federal law

Reckless or unsafe operation of an automobile, truck, motorcycle, or other vehicle on school property or traveling to or from school

Running, throwing, grabbing, slapping, pushing, assault, fighting, physical abuse or any other form of violent behavior other than supervised athletics

Verbal abuse, obscenity, name-calling, screaming, profanity, or harassment including racially derogatory remarks or gender-based discrimination such as sexual harassment

Extortion—consisting of obtaining anything by blackmail, unlawful force, or threat

Assault, physical abuse, verbal abuse, or harassment of a school employee, whether on or off school premises

Possession, offering for sale, sale, or use of narcotics, tobacco, drugs, anabolic steroids, alcohol, or any other controlled substance as defined by law

Possession or use of any weapon, knife, gun, incendiary device—including matches, lighters, or fireworks

Gang-related activity of any description

Retaliation against any person who reports bullying or any other disciplinary infraction to a teacher or administrator

## **PLAYGROUND RULES FOR L. L. OWEN ELEMENTARY SCHOOL**

These rules are in addition to the other rules on student conduct in this handbook.

1. Do not run on sidewalks or other paved areas.
2. Do not play rough or play like you are going to hurt anyone else—no tackling, wrestling, or martial arts.
3. Do not perform gymnastics on the level ground or the playground equipment.
4. Do not jump from the playground equipment.
5. Do not bring sporting equipment, games, toys, collectibles, tools, weapons, or any item that is potentially hazardous—for example, baseballs, bats, footballs, skates, cards, electronic games or devices, and action figures.
6. Report broken playground equipment to the duty teacher as quickly as possible.
7. Report any student who is physically, verbally, or mentally abusive to others to the duty teacher as quickly as possible.
8. Only one person is allowed on the slide at a time.
9. Let other students join in any large group game you are playing—for example, do not tell any students they can't play jump rope, kickball, or freeze tag with you.
10. Do not grab, hold, or touch any other student when climbing on playground equipment so they won't get hurt.
11. Report injuries (to yourself or others) to the duty teacher as quickly as possible.

12. Do not leave the playground during recess unless the duty teacher gives you permission or it's an extreme emergency. In an extreme emergency, go directly to the office or the nurse.
13. When the bell rings, go to the assembly area immediately.

## **EDGEWOOD ELEMENTARY DISCIPLINE POLICIES**

***These rules are in addition to the other rules on student conduct in this handbook.***

### **School-Wide Rules**

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- No name-calling, cussing, or teasing.
- Stay in assigned area.
- Use school facilities and equipment appropriately.
- Do not bring weapons to school—this includes toy weapons.

### **Cafeteria and Sidewalk Rules**

- Walk, don't run, in cafeteria or on the sidewalk.
- Speak in a soft voice in the cafeteria and on the sidewalks.
- Do not throw objects or food.
- Do not take straws or food outside the cafeteria.
- Keep hands, feet, and objects to yourself.

### **Playground and Cafeteria Consequences for Violating Rules**

- 1st violation – warning
- 2<sup>nd</sup> violation – assignment to time-out area
- 3<sup>rd</sup> violation – sent to principal for further consequences

## **CORPORAL PUNISHMENT ALTERNATIVE FOR EDGEWOOD ELEMENTARY SCHOOL**

Corporal punishment is permitted by district policy and state law under regulated conditions of administration. If a parent or guardian does not want corporal punishment to be administered as a consequence of a student's misbehavior, the parent or guardian must make a request in writing to the principal. If such a student commits an infraction that would otherwise be punishable with corporal punishment, the student will be suspended and sent home for a day as the alternative punishment. This alternative is only offered at Edgewood Elementary and does not prevent the student from being administered corporal punishment in another school during later years.

## **HARASSMENT**

No person may harass, threaten, or discriminate against students or employees on the basis of their sex, race, color, national origin, or handicap. Unwelcome sexual advances, requests for sexual favors, sexually oriented language, and other unwanted verbal or physical conduct directed toward a person on account of the victim's gender are examples of prohibited discrimination on the basis of sex, known as sexual harassment. Verbal or physical conduct that discriminates on a prohibited basis and creates an intimidating, hostile, or offensive environment for learning or working is prohibited; even though the conduct is not directed at any particular victim.

Students or employees who believe that they have been harassed should complain in writing to a teacher or school administrator. Any teacher receiving such a complaint shall immediately bring it to the attention of an administrator. Any administrator receiving notice of such a complaint shall immediately deliver a copy or report of the complaint to the superintendent and comply with the complaint policy.

No person may retaliate against any student or employee who complains of harassment. Harassment or retaliation is grounds for disciplinary action including, but not limited to, suspension from school or suspension or termination of employment.

## **STUDENT APPAREL**

1. Students are required to wear the school uniform and comply with this policy on student apparel while in school, on school buses, and at designated school bus stops, unless directed otherwise by the school principal. Students are not required to wear the school uniform to after-school sporting events or other activities outside the school day.
2. The intent of this policy is to promote a wholesome school climate, security, equal educational opportunity, and economical access to appropriate school clothing through orderly, uniform apparel standards for students.
3. Failure to abide by this apparel policy is a violation of the student discipline policy with all of the possible disciplinary consequences listed in the student handbook.
4. Principals and teachers shall employ progressive disciplinary consequences to strictly enforce this policy, allowing no student violating the policy to remain in class. Students may go to the office, report, and correct their own uniform violations before first bell to avoid any disciplinary consequences.
5. Principals shall not allow individual exceptions—even for short periods of time—on any basis other than the minimal variance necessary to accommodate a documented handicapping condition.

6. With the Superintendent's approval, Principals may permit group exceptions only for special school activities such as JROTC uniform day or an occasional special apparel theme day.
7. Any special apparel must be freely available to all students. No school day shall be declared simply uniform-free with no particular apparel required. No student shall be punished for wearing the uniform on a special apparel theme day.
8. Schools shall maintain a supply of uniforms for emergencies and new students.
9. The "school uniform" means:
  - a. in grades 7-12, polo style shirt with placket, 2 to 4 buttons, long or short sleeves, and ribbed-knit collar in the colors burgundy for 7th grade only and hunter green only for the 8th and 9th grades and white only for the senior high school
  - b. in grades K-6, polo style shirt with long or short sleeves, placket, 2 to 4 buttons, and ribbed-knit collar, or oxford style shirt with collar and long or short sleeves, in white, light blue, or burgundy
  - c. pants, shorts, jumper, skirt, capris, or skorts with plain or pleated front
    - pants, capris, and shorts must be straight-legged, with or without cuffs
    - pants, capris, and shorts must have belt loops in grades 7-12
    - colors for elementary—khaki or navy blue
    - color for junior and senior high—khaki only
    - no cargo pants, stretch pants, sweatpants, wind pants, or denim of any color
    - manufactured brads are permitted at stress points only
    - no more than 2 pockets in front and 2 pockets in back
    - pockets must be just below the belt line
    - back pockets may have button-down flaps
    - no cell phone pockets are permitted
    - either patch pockets or inside pockets are permitted
  - d. solid color black or brown belt with pants, capris, or shorts that has belt loops in grades 7-12
10. in all schools except Edgewood (Grades K-1), student identification card issued by the school office on a lanyard issued by the school office worn around the neck and visible in the front
11. If an undershirt is needed for warmth, the uniform may include a plain white tee shirt or plain white turtle-neck with no markings or logos

12. The tee or turtle-neck may be visible at the neck above the placket of the polo shirt. The tee or turtle-neck may not be visible below the sleeve of the polo shirt. Any apparel that varies from this description of the school uniform is prohibited, whether or not the particular variation is specifically prohibited above.
13. The school uniform shall be kept in good repair with
  - a. no frayed hems or seams
  - b. no holes or splits other than manufactured splits
  - c. no missing buttons, belt loops, or other parts.
  - d. The school uniform must fit with no sagging
  - e. no skin-tightness
  - f. no plunging neckline
  - g. no transparency
  - h. full body coverage from the shirt placket to a dollar bill's width above the knee
  - i. the bottom button buttoned if the shirt has 4 buttons
  - j. shirt-tails long enough to remain tucked in during all physical activity.
14. The school uniform must be worn with waistbands fastened, shirttails tucked in, belts in belt loops and fitted snugly.

No towel, bandana, do-rag, shirt, string, chain, jewelry, special button, insignia, label, marking, different-colored stitching, fringe, decorative brads, stud, picture, painting, airbrush design, logo, ribbon, embroidery, initials, monogram, special buckle, or any other form of adornment may be worn on or over any part of the uniform. Students may wear incentive, motivational, award, or reward ribbons, pins, medallions, badges, or other items on or over any part of the uniform if they are issued, sold, or presented to students by the school with approval of the building principal. Examples of such items include sport spirit ribbons, achievement awards, and club insignia.
15. Personal jewelry may be worn attached to or hanging on the body, but jewelry may not overlap any part of the uniform.
16. Sunglasses may be worn as eye protection outside, but sunglasses may not be visible inside the buildings.



17. Coats, jackets, hoodies, and sweaters may be worn over the uniform, but they must have a full length opening in the front; no pullover outer garments such as sweatshirts or hoodies which do not open fully in the front may be worn
18. Outer garments must be unfastened full length inside the buildings so that the uniform is visible in the front
19. No hat or other head covering is permitted, except that hoods attached to coats, jackets, hoodies, or sweaters may be pulled up on the head outside the buildings for warmth; hoods may not be worn pulled up on the head inside buildings. Students that are required to wear head covering because of religious reasons must provide documentation from clergy and will be allowed on a case by case instance.
20. House shoes are not permitted.
21. The principal has complete authority to regulate graduation apparel.
22. Any attempt to use apparel to defeat the uniformity intended by this policy is prohibited.

## **THE “SAGGING” LAW**

Requires policy prohibiting students from wearing:

- Clothes that exposes underwear, buttocks, or the breast of a female
  - While on the grounds of a public school during the regular school day and at school-sponsored activities and events
- Does not apply to costumes or uniforms in a school-sponsored activity or event.  
ACT 835 of 2011

## **BUS CONDUCT**

***These rules are in addition to the other rules on student conduct in this handbook.***

All schools, grades K-12, are to be consistent with bus discipline.

Bus transportation is offered as a convenience to our students and their families. Only students and school employees are allowed to ride the bus without special permission of the Principal or Director of Transportation. Bus-riding is a school activity, and students are subject to all school rules of behavior while waiting on, riding, or leaving the buses.

Parents should reinforce our efforts to provide safe transportation by supervising their students as much as possible before and after the bus arrives at the bus stop. However, while students are under the supervision of the bus driver, parents may not interfere with the driver's duties. Drivers shall correct misconduct on the bus and report it to school principals and police, when appropriate. Bus misconduct by breaking any law, any school rule, or any of the rules listed below may result in temporary or permanent loss of bus-riding privileges.

Efforts will be made to pick up and drop off students a reasonable distance from their residences and accommodate students with handicaps; however, the director of transportation is under no obligation to establish bus stops at locations specified by students or parents. In addition to all the rules that apply to school activities, the following special rules also apply to students on buses:

Stand back about 10 feet from the bus at the bus stop and wait until the door is opened before moving closer to the bus.

Do not play in the road.

Enter and leave the bus in a prompt and orderly manner.

Do not make loud noises on the bus.

Do not bring dangerous items or any kind of animal on the bus.

Sit down upon boarding the bus and remain seated until the bus stops.

Do not tamper with door latches, fire extinguishers, phones, or any other device on the bus.

Do not mark on, damage, or deface any part of the bus.

Do not put belongings in the aisle.

Do not eat or drink on the bus.

Do not change seats without permission.

Do not put any part of your body out a bus window.

Do not yell at anyone outside the bus.

Do not leave any litter on the bus.

Only ride your assigned bus, and do not ask the driver to be let off at any other location than your regular stop.

Wait for the driver's signal before crossing the road to meet the bus.

Disciplinary offenses that are determined to be severe by the school district administration will lead to immediate loss of bus-riding privileges. For less than severe offenses, the following consequences will result from violations of the rules:

1st Report	Warning and conference with the student
2nd Report	Probation and conference with the student
3rd Report	Five (5) day suspension from the bus
4th Report	Warning and continued probation
5th Report	Ten (10) day suspension from all a.m. and p.m. buses
6th Report	Ten (10) day suspension from all a.m. and p.m. buses
7th Report	Ten (10) day suspension from all a.m. and p.m. buses
8th Report	Ten (10) day suspension from all a.m. and p.m. buses with a warning to student and parent that any further offense will result in revocation of bus privileges for the remainder of the school year
9th Report	Loss of bus privileges for the remainder of the school year
<b>Same Day Report</b>	<b>An offense committed on the same day after a suspension notice has been issued will result in an additional five (5) days of bus suspension.</b>

**NOTE: Any student suspended from the bus who rides in violation of his/her suspension will have the suspension days doubled.**

Two copies of each bus suspension report will be sent home for parent notification. The original (white) copy is to be signed by the parent and returned to the school office. The other copy is to be kept by the parent. Reasonable attempts will be made to contact the parent by phone on the day of suspension. A student may ride the bus home on the day a suspension is issued. Once bus privileges are suspended or revoked by the school district, it becomes the parent's responsibility to deliver and pick up students on time.

## **CELL PHONE AND ELECTRONIC DEVICES**

While operating a vehicle, handheld wireless telephones shall not be used in a school zone: during school hours, when students are present and outside buildings or buses; except for an emergency purpose.

During on campus hours, from 7:00 a.m. to 4:00 p.m., and while riding school buses, students are prohibited from possessing electronic devices including, but not limited to, radios, CD players, MP3 players, telephones, pagers, laser pointers, game players, and cameras; except calculators and watches, unless approved by an administrator for health or other compelling reason. This policy does not apply after normal school hours or at extracurricular activities, such as evening sporting events.

1st Violation - Saturday Work Detail

2nd Violation - Four (4) days In-School Suspension

Progressive discipline for each violation

Confiscated devices will be returned to the legal guardian

## **STUDENT PUBLICATIONS**

“Student publications” are written or electronically produced expression produced or published by a student at school or from a school web site. All permissible student publications shall be related to the school curriculum or school-sponsored activities and supervised by a teacher.

Truth, fairness, accuracy, and responsibility are essential to the practice of journalism; therefore, student publications may not be obscene as to minors, libelous, slanderous if spoken, invasive of another’s privacy, or likely to incite students to the commission of unlawful acts, violation of school policy, or material and substantial disruption of the orderly operation of the school. Violation of this policy by a student shall be grounds for suspension; repeated violation shall be grounds for expulsion.

## **DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIAL**

Non-school-sponsored material including all written or printed material, flyers, photographs, pictures, films, tapes, or other visual or auditory material not sponsored by the Watson Chapel School District or its affiliated school support organizations may not be sold, circulated, distributed, or posted in any school or on any school district property without prior approval by the Principal or the Superintendent’s designee according to

the following procedure: Non-students may not request approval for or participate in any distribution in schools or on school property.

Students must give the Principal or superintendent's designee a copy of the material at least 24 hours prior to its planned distribution. The material must include the name of the sponsoring organization or individual and the time and place being requested for distribution. If the Principal or designee finds that the material is obscene as to minors, libelous or slanderous if spoken, invasive of another's privacy, likely to incite students to the commission of unlawful acts, violation of school policy, or material and substantial disruption of the orderly operation of the school, advertising, the Principal or designee insults any group or individual, or contains commercial shall notify the sponsor that the material may not be distributed.

Principal or designee shall respond to the request before the time requested for distribution and give a written explanation of the reason for any disapproval within 48 hours of the decision.

Any person may appeal any disapproval through the complaint process set out in this handbook.

## **DISCIPLINARY CONSEQUENCES**

If a teacher or administrator determines that a student has violated any rule listed or referred to in this handbook, the teacher or an administrator shall choose and impose the appropriate consequence. Not only teachers and administrators, but also bus drivers, aides, other school employees, and registered volunteers may prevent, control, and correct student misbehavior as part of their duties. School teachers and administrators have authority to determine whether students have committed infractions and which consequences are appropriate in spite of parental objections or disagreement. Similar infractions, if repeated, shall result in progressively greater punishment.

The teacher or administrator shall decide which consequence is appropriate by considering the maximum and minimum disciplinary consequences available, the seriousness of the particular facts, and the number of previous infractions. School personnel may vary the nature and severity of consequences according to seriousness of the offense, grade level, age or handicapping condition of the perpetrator or victim. Students who are suspended or in In-School Suspension shall not be allowed to participate in any extra-curricular activities during the time he/she is on suspension

Possible consequences range from a minimum verbal correction to a maximum recommendation of expulsion for one year. Consequences within that range include warning, removal from area, time out, demerits, limitation or removal of privileges, counseling aimed at preventing future violations, intervention, and conflict resolution, temporary physical restraint to protect another person, detention hall, parent

conference, corporal punishment, in-school suspension, manual labor benefiting school operations such as Saturday work day, out-of-school suspension, and a recommendation of expulsion to the Board of Education.

More serious punishments such as corporal punishment, suspension, and expulsion are possible consequences of not only serious violations but also repeated, less-serious violations.

Corporal punishment shall be administered only for cause, be reasonable, follow warnings that the misbehavior will not be tolerated, and be administered only by a school administrator and only in the presence of a certified employee..

School personnel may intervene and attempt to resolve conflict or potential conflict during school activities. Public school is a governmental activity supervised by public employees. Parents and students have no authority to disrupt or direct school activities contrary to the direction of public school rules or personnel. School personnel may use reasonable physical contact or force to get a student's attention, restrain a student from violent behavior, or defend others from possible harm.

Possession of any firearm or other weapon prohibited upon the school campus by law shall result in expulsion from school for at least one year; provided, however that the Superintendent shall have discretion to modify such expulsion requirement on a case-by-case basis.

Students may experience additional consequences that result from the school's compliance with state or federal laws—for example, suspected violation of criminal law must be reported to law enforcement authorities. School personnel shall report violent criminal acts, including threats, to the police.

## **STUDENT INVOLVEMENT IN DECISION-MAKING**

The Board of Education and the staff of the Watson Chapel School District welcome the expression of ideas and ideals of students and seek to provide opportunities for the students to discuss issues and to express their opinions on school policies, programs of study, and areas of public concern. Normal and proper channels for students and faculty to communicate to encourage change include:

1. regular classrooms with the teacher's permission
2. homeroom
3. individual conference with a teacher by appointment
4. counselor conferences

5. parent conferences
6. student council meetings
7. individual conference with administrator by appointment
8. special assembly by arrangement with the administration and student advisory committee to the superintendent
9. Such discussions should be carried on in an atmosphere of mutual respect, and in no way should one individual or group of individuals preempt the rights of others.

## **SOCIAL EVENTS**

No school social event may take place without the principal's knowledge and approval as to purpose, date, time, and place. All school parties must have school sponsors present as well as other sponsors that the principal or director of activities may require.

Students must conduct themselves at school parties and activities—whether on or off campus and during or after the school day—subject to the same disciplinary rules that govern other school activities. Violations of disciplinary rules shall be enforced as strictly as during regular school activities. All social events must end at the time specified by the principal. School personnel shall not sponsor, supervise, or accompany senior trips or similar social excursions.

## **SOLICITATION**

The policy of the Board of Education is to avoid exposing students and parents to burdensome solicitations. Outside organizations and students shall not be permitted to solicit, advertise, or sell goods or services through the schools unless authorized by the superintendent and the Board. Commercial solicitation of school employees or pupils during school hours by agents, solicitors, or salesmen is prohibited. Commercial advertising in any form shall not be displayed or distributed in the schools.

Individual student participation in any authorized fund raiser shall be entirely voluntary. Principals and teachers shall be sensitive to the possibility of embarrassment and structure fund-raising activities to prevent pressure on non-participants. In no event shall fund-raising

activities be conducted during the regular school day or without the superintendent's permission.

No employee of the school district is permitted to use his or her position in soliciting students or parents to participate in projects that involve expenditure of money for goods, services, summer camp attendance, or any other purpose. Public education should be free of charge.

## **CLASS INTERRUPTIONS**

Academic classes shall not be interrupted for extracurricular activities without approval by the central office. Intercom announcements shall be kept to the minimum necessary for dealing with emergency situations. Students will not be allowed to go on field trips without parental permission. Students may not receive delivery of individual gift items such as flowers, balloons, food, candy, or messages at school. Attempted deliveries will not be accepted in the office, and the school will not be responsible for any delivery charges or lost items.

## **STUDENT INTERNET ACCESS CONTRACT**

To enhance opportunities for continual development of learning skills in a rapidly changing world, the Watson Chapel School District plans to allow student's access to the Internet. As students are connected to the global community, their use of new tools and systems brings responsibilities as well as opportunities. There are consequences for not following the guidelines. In an effort to help protect student welfare when they navigate the Internet, the district will work to educate about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The district will monitor online activities through local or state filters. The guidelines and consequences are as follows:

Students will not:

- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult, threaten or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Trespass in others' folders, work or files
- Use others' passwords
- Intentionally waste limited resources (e.g., printing non-school related items)
- Employ the network for commercial purposes
- Insert unauthorized disks
- Play unauthorized games
- Alter the computer configurations



- Access inappropriate matter on the Internet and World Wide including electronic mail and chat rooms
- Access inappropriate online activities including “hacking”
- Disclose, use, and dissemination of personal information

Students will:

- Complete school administered training session before allowed access
- Respect and use with care all the technological resources
- Secure prior approval of the certified staff before subscribing to a list serve
- Secure prior approval of the certified staff before sending files through transfer protocol (ftp)
- At all times, use technology in a moral and ethical manner and observe net etiquette

## **CONSEQUENCES FOR FAILURE TO ABIDE BY THE INTERNET ACCESS CONTRACT:**

1st offense: One-month loss of access to any school Internet or E-mail privileges. The student must retain notice of the date of reinstatement in order to have privileges restored. The student or guardian must pay for any monetary damages incurred.

2nd offense: Loss of access to any school Internet or E-mail privileges the student may have, for the remainder of the school year. A letter will be sent home to parents informing them of the loss of access. The student or guardian must pay for any monetary damages.

Network administration, in cooperation with school administration, will determine any disciplinary action taken. Infractions involving malicious intent or illegalities will incur more serious consequences and may result in information being turned over to the proper authorities.

Students understand that certified staff might periodically monitor activity on their account. Students also understand that failure to follow any of the stated contract rules may result in the loss of lab and/or computer privileges and the revocation of their Internet access.

Parents have read these regulations for computer use at Watson Chapel School District and give permission for their student to access the Internet.

## STUDENT CODE OF CONDUCT FOR USE OF STUDENT EMAIL

The basic purpose for students to use Google Apps is for education. This agreement states that students will not use Google Apps for personal email and social networking. Also this agreement states that students will be polite and respectful of other students. Students will also respect other students' privacy and security when using Google Apps.

1. Personal Responsibility: I will accept personal responsibility for reporting any misuse of the Google Apps to the Administration.
2. Acceptable Use: The use of assigned account will be in support of education and research and will support the educational goals and objectives of the Watson Chapel School District. I am personally responsible for the provision at all times when using Google Apps. In addition, I will abide by the following:
  - A. I will not use Google Apps to post any web pages for commercial activities, project advertisement, or political advocacy.
  - B. I will not use Google Apps to post any obscene, discriminatory, or offensive material. All material posted will be in keeping with school assignments.
  - C. I understand that school administration has the right to
3. Privileges: I understand the use of the Google Apps is a privilege - not a right - and that inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time deemed necessary.
4. Network Etiquette and Privacy: I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
  - A. Being Polite: Never sending or encouraging others to send abusive messages.
  - B. Using Appropriate Language: I understand that I am a representative of our school and district on the internet and will use polite and appropriate language.
  - C. Privacy: I will reveal my home address or personal phone number or the addresses and phone numbers of other students.

While using the internet services through Google Apps, I will not reveal my e-mail address or the e-mail address of others.

- D. Electronic Mail: Inappropriate language or harassment may result in loss of system privileges and/or other disciplinary measures. By signing this acceptable use policy, students affirm the following:
  - a. I understand that e-mail sent via the Google Apps must be school related and must abide by the guidelines outlined here. I will immediately report any threatening, obscene, or harassing e-mail to school staff.
  - b. I understand that I will not share my Google Apps password with others and am responsible for all e-mail sent through my account.
  - c. I understand that e-mail sent through this account may be scanned for content violating the terms of this agreement and any suspect e-mail may be reviewed by school administration.
- 5. Vandalism: Any attempt to harm or destroy data of another user or student will result in the loss of computer services and disciplinary action.
- 6. Parents have read these regulations for student e-mail accounts at Watson Chapel School District and gave permission for their student to have a school e-mail account.

## **STUDENT SCHEDULES**

Junior High and Senior High School scheduling conflicts may create difficult choices or prevent students from attending some elective courses they might prefer. Students may not drop a course without the consent of the parent, counselor, and principal. No class changes shall be allowed after August 1st for Junior and Senior High Students. Students have been provided an opportunity to make changes during the summer months. Some changes will be made for circumstances deemed necessary by the counselors. Students may earn 1 credit each summer through summer school or by correspondence from an accredited school. This credit shall be earned for credit recovery only. Credit recovery refers to classes that have previously been taken and failed. Students may also earn one credit during the regular school year by correspondence. No student may be enrolled in more than one study hall per day or more than one extracurricular class, meaning subjects outside Arkansas Department of

Education approved courses that do not count toward graduation requirements. All students shall be required to schedule and attend a full school day. Waivers may be granted to students who would experience proven financial hardships—harm or suffering caused by a student’s inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student’s family--if required to attend a full school day, and students who are dropped from courses due to illness.

## **STUDENT ID NUMBERS**

A ten-digit state reporting ID number is required for all students. The Arkansas Department of Education provides districts with a range of federally assigned identification numbers to be used for student identification. Social Security numbers are not used.

## **GRADE CALCULATION AND SEMESTER EXAMS**

Semester tests shall be given in all courses and the test will count 15% of the semester grade. All students must take the tests unless they qualify for exemption—even those students who have recently transferred. Percentage calculations for the grade shall be rounded up to the next higher whole number from .5 or greater and rounded down for any decimal fraction less than .5. The semester test shall be broad and comprehensive enough to cover all work done during the semester, not simply the material covered since the previous test in the course.

Students will be exempt from semester tests if the following requirements are met:

Either an “A” average with no more than four days of absence (excused or unexcused) during the semester,

a “B” average with no more than three days of absence (excused or unexcused) during the semester, or

a “C” average with no more than two days of absence (excused or unexcused) during the semester.

No disciplinary suspensions or in-school suspensions during the semester.

No outstanding school debt.

Teachers shall keep accurate attendance records reflecting how many days a student is absent for that particular class. Test exemptions shall be granted on an individual class basis. A student, who meets the exemption criteria for some classes,

but not all, shall only be exempted from tests for the classes for which the criteria are met. Students on school business—for example, field trips, music clinics, ballgames, and college visitation--will not be considered absent.

In addition, a student who scores Proficient or Advanced on the End-of-Course or Benchmark Exam for Literacy will be exempt from the fall semester English exam the following year. A student who scores Proficient or Advanced on the End-of-Course or Benchmark Exam for Math will be exempt from the fall semester Math exam the following year. A student who scores Proficient or Advanced on the End-of-Course or Benchmark Exam for Biology will be exempt from the fall semester Science exam. These exemptions also require the student to be free of disciplinary suspensions, in-school suspensions, and school debt.

## **ACADEMIC HONORS**

Student(s) attending Watson Chapel High School at least three consecutive semesters prior to graduation with the highest grade point average shall be named valedictorian(s). The 9<sup>th</sup> grade requirement begins with the 9<sup>th</sup> grade class of the 2012-2013 school year. The student(s) attending Watson Chapel High School at least three consecutive semesters prior to graduation with the next highest grade point average shall be named Salutatorian(s). In order to attend the Top 20 Academic Banquet, be a valedictorian or salutatorian, or be an honor graduate, a student must meet the Smart Core graduation requirements and have taken at least one honors or AP course per year in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. Honor graduates are also required to have a cumulative grade point average of 3.5 or better. For the Class of 2011 and following, three such courses are required. Students who graduate without completing 8 semesters in grades 9-12 (early graduates), will not be eligible for valedictorian or salutatorian and may not displace seniors for awards and recognition. Early graduates may be honor graduates if they meet the requirements stated above. Early graduates may attend scholastic banquets as members of the junior class Top 20, if they qualify.

Students earning all A's during a grading period shall be listed on the all A Honor Roll. Students earning all A's and B's shall be listed on the Merit List. Students receiving C's, D's, or F's are not eligible to be on the Honor Roll or Merit List. Grades from non-credit classes will not be used when determining eligibility. The top four juniors (according to GPA rank) will be chosen each year to serve as student ushers during Senior Day and graduation. In the event that one or more of the top four are unable to serve as ushers, the student(s) with the next highest GPA will be selected.

## **GRADUATION REQUIREMENTS SMART CORE POLICY**

To graduate from high school, our students have a choice of graduation requirements. Students will participate in the Smart Core curriculum (listed below)

unless the parent or guardian chooses not to participate by signing the Smart Core Informed Consent Form and chooses the Core curriculum. A student not participating in the Smart Core curriculum must meet the requirements of the Core curriculum to receive a high school diploma. Counselors are available to consult with students and parents about the courses required for graduation. Parents and students may review graduation requirements by appointment. In addition, NCAA freshman eligibility standards apply to students wanting to attend college.

## **FOR THE GRADUATING CLASS OF 2013-2014, AND ALL GRADUATING CLASSES THEREAFTER**

The required twenty-two (22) units, at a minimum, shall be taken from the "Smart Core" curriculum or from the "Core" curriculum. Only one (1) of the required units may be in a physical education course. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in Core. The required twenty-two (22) units, at a minimum, are to be taken from the Smart Core or Core as follows:

### **SMART CORE -Sixteen (16) units**

stud

English -four (4) units -9th, 10th, 11th, 12th

Mathematics -four (4) units [All students must take a mathematics course in grade 11 or grade 12 and complete Algebra II.] Comparable concurrent credit college courses may be substituted where applicable.

Algebra I or Algebra A & B (Grades 7-8 or 8-9)

Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)

Algebra II

Fourth math unit range of options: (choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math)

Natural Science -three (3) units with lab experience chosen from Physical Science, Biology or Applied Biology/Chemistry, Chemistry, Physics or Principles of Technology I & II or PIC Physics

Social Studies -three (3) units [one (1) unit of world history, one (1) unit of U. S. history, one half (1/2) unit of civics]

Oral Communications -one half (1/2) unit

Physical Education -one half (1/2) unit

Health and Safety -one half (1/2) unit

Economics -one half (1/2) unit

A one-half (1/2) unit of Economics is required for graduation and may be counted toward the required three (3) social studies credits or toward the six (6) required career focus elective credits.

If the course is taught by an appropriately licensed social studies teacher, credit may be applied to meet graduation requirements in social studies or toward the career focus electives. If the course is taught by an appropriately licensed business education teacher, graduation credit can only be applied toward career focus requirements.

The appropriate course code must be used to differentiate the application of credit for graduation to either the area of social studies or the area of career focus elective credit.

Fine Arts -one half (1/2) unit

**CAREER FOCUS -Six (6) units**

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

Local school districts may require additional units for graduation beyond the sixteen (16) Smart Core and the six (6) career focus units. These may be in academic and/or technical areas. All the Smart Core and career focus units must total at least twenty-two (22) units to graduate.

### **CORE -Sixteen (16) units**

English -four (4) units

Oral Communications -one half (1/2) unit

Social Studies -three (3) units [one (1) unit of world history, one (1) unit of U. S. history, one half (1/2) unit of civics]

Mathematics -four (4) units [one (1) unit of algebra or its equivalent\* and one (1) unit of geometry or its equivalent.\* All math units must build on the base of algebra and geometry knowledge and skills.] Comparable concurrent credit college courses may be substituted where applicable.

Science -three (3) units [at least one (1) unit of biology or its equivalent and one unit of a physical science]

Physical Education -one half (1/2) unit

Health and Safety -one half (1/2) unit

Economics -one half (1/2) unit

A one-half (1/2) unit of Economics is required for graduation and may be counted toward the required three (3) social studies credits or toward the six (6) required career focus elective credits.

If the course is taught by an appropriately licensed social studies teacher, credit may be applied to meet graduation requirements in social studies or toward the career focus electives. If the course is taught by an appropriately licensed business education teacher, graduation credit can only be applied toward career focus requirements.

The appropriate course code must be used to differentiate the application of credit for graduation to either the area of social studies or the area of career focus elective credit.

Fine Arts -one half (1/2) unit

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

**CAREER FOCUS -Six (6) units**

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

Local school districts may require additional units for graduation beyond the sixteen (16) Core and the six (6) career focus units. These may be in academic and/or technical areas. All the Core and career focus units must total at least twenty-two (22) units to graduate.

## Definition of Credit

A unit of credit shall be defined as the credit given for a course which meets for a minimum of 120 clock hours. A minimum average six-hour day or minimum thirty (30) hour week is required.

## SPECIAL EDUCATION

For a student with disabilities, the Individualized Education Program (IEP) serves as the student's "graduation plan."

Beginning not later than the first IEP to be in effect when the child turns 16, or younger if determined appropriate by a student's IEP Team, transition planning must be initiated to prepare a student for exit from a secondary education program to post-secondary life. This includes planning for the student's exit from school due to graduation. For a student with disabilities, fulfillment of the requirements set forth in the student's IEP constitutes the basis for graduation from high school.

## EARLY GRADUATION REQUIREMENTS

If a student plans to graduate early, the student must make application with the high school counselor by the first day of school in the preceding August. In the event a student chooses early graduation and completes the necessary units of credit in less than four school years, the student shall be issued a diploma by the school board. Twenty-two (22) units of credit as specified above are required for graduation.

## JUNIOR HIGH CURRICULUM FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE STUDENTS

The following courses are taught to 7<sup>th</sup> and 8<sup>th</sup> graders:

### 7<sup>th</sup> Grade

English  
Pre-AP English  
Math  
Pre-AP Math  
Science  
Pre-AP Science

### 8<sup>th</sup> Grade

English  
Pre-AP English  
Pre-Algebra  
Algebra I  
Pre-AP Algebra I  
Science



Geography  
Pre-AP Geography  
Family Consumer Science Investigations  
Keyboarding  
Instrumental Music (Band)  
Boys' Basketball  
Girls' Basketball  
Football  
Technology Block  
Vocal Music  
Art  
Health  
PE

Pre-AP Science  
Arkansas History  
Pre-AP Arkansas History  
American History  
Pre-AP American History  
Career Orientation  
Intro to Computers  
Instrumental Music (Band)  
Boys' Basketball  
Girls' Basketball  
Football  
Weights and Body  
Technology Block  
Vocal Music  
Art  
Spanish  
Cheerleading  
Dance

## **CURRICULUM FOR COLEMAN INTERMEDIATE SCHOOL**

In keeping with the Watson Chapel School District mission, we are expanding our curriculum at Coleman Intermediate School. Beginning with the 2013-2014 school year, students in grades five and six will have the option of choosing PreAP courses in all core content areas. PreAP courses can help students acquire the skills and habits they will need to be successful in college. Courses will be geared to improve writing skills, sharpen problem-solving abilities, and develop time management skills, discipline, and study habits. They will be more rigorous than the regular curriculum, require additional reading assignments and are project driven. No assignments in these courses will be modified.

It is strongly recommended that students meet the following guidelines to participate in PreAP courses:

1. Be proficient or advanced on the previous content area standardized test.
2. Be recommended by the teacher of the previous content area class
3. Have an "A" or "B" in the previous content areas class

At the end of the first 4 1/2 weeks of school, each student's performance will be evaluated. Any student who has not maintained a "C" will be placed in a regular class for the remainder of the school year. Grades accumulated for the first 4 1/2 weeks will follow the student.

The following courses are taught at Coleman Intermediate School:

Reading  
PreAP Reading  
Art  
Music  
Social Studies  
PreAp Social Studies  
Physical Education  
Language  
Math  
PreAp Math  
Science  
PreAp Science  
Writing  
Arkansas History  
Health

## **CURRICULUM FOR L. L. OWEN ELEMENTARY SCHOOL**

Beginning with the 2012-2013 school year, all curriculum will be based on the student learning expectations by the Common Core State Standards Initiative. This initiative is a national program designed to make educational standards universal throughout the United States and to establish common learning standards that will prepare all students for college or for careers.

### **Reading, Phonics, Literature, and Language Arts (Including Spelling)**

During the 2013-2014 school year, L.L. Owen will be using the Harcourt *Journeys* Reading Program. This program was developed using the student learning expectations of the Common Core State Standards Initiative. This program is a Balanced Literacy program that includes all aspects of Literacy.

### **Writing**

Students will use the Common Core, instructional strategies from the educational consultants, Elbow-to-Elbow, and Writing A-Z, as well as the *Journeys* Program to advance students in their writing abilities. Writing progress is monitored through open-response questioning and writing samples throughout the year and assessed by individual teachers, the Learning Institute “Chunk” Tests, and the Arkansas Benchmark Examination.

## **Social Studies/Science Content**

Social Studies and Science content will be derived through the *Journeys* Reading Program, Scholastic Weekly news, and supplemented with teacher resource materials.

## **Music/Art/Library Skills**

Music, Art, and Library Skills are taught according to the standards outlined in the Common Core.

## **PE/Health**

Physical Education is required as a subject to be taught 60 minutes per week. There is also a requirement for daily physical activity. L.L. Owen provides a weekly hour long class for physical activity/health instruction and a daily free time physical activity session.

## **Computer/Technology Based Instruction**

Students attend a fully equipped computer lab 40 minutes twice weekly as an important component of the remediation program. These labs are utilized by students to practice literacy and math skills, utilize basic child protected websites, and assess skills. Student progress is monitored throughout the year.

Beginning with the 2012-13 school year, L.L. Owen will be using the Harcourt *Journeys* Reading Program.

# **CURRICULUM FOR EDGEWOOD ELEMENTARY SCHOOL**

Beginning with the 2011-2012 school year, all curriculum will be based on the student learning expectations established by the Common Core State Standards Initiative. This initiative is a national program designed to make educational standards universal throughout the United States and to establish common learning standards that will prepare all students for college or a career.

The curriculum includes:

- All aspects of literacy: reading, phonics, literature, language arts (including spelling)
- writing
- social studies and science
- music, art, library skills

physical education, health  
computer technology based instruction

## **SEMESTER TEST MAKE-UP**

Students missing semester tests must present written documentation of the reason for their absence that is acceptable to the Principal before the absence will be excused and a make-up is allowed.

## **ACT 1231 of 2011**

### **State Regulations on Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade**

1.00 Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

1.01 These regulations shall be known as the Arkansas Department of Education regulations governing concurrent college and high school credit for students who have completed the eighth grade.

1.02 These regulations are enacted pursuant to the State Board of Education's authority under Act 1097 of 1991, Arkansas Code Annotated 6-18-223 (Supp. 1991).

2.00 Purpose

2.01 The purpose of these regulations is to provide concurrent college and high school credit for public school students who have successfully completed the eighth grade.

3.00 Definitions

3.01 A student who "has successfully completed the eighth grade" is a student who has been promoted to the ninth grade.

3.02 Consistent with Act 34 of 1984, as amended, a student in grades 9-11 is considered "enrolled" in a public secondary school if he/she is taking four high school courses which count toward high school graduation, and a student in grade 12 is considered "enrolled" in a public secondary school if he/she is taking three high school courses which count toward high school graduation.

3.03 Private institution is defined as a higher education school accredited by the Western Association of Schools and Colleges, Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, or North Central Association of Colleges and Schools.

#### 4.00 Enrollment Guidelines for Students Who Have Completed the Eighth Grade

4.01 Any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.

4.02 Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.

4.03 Students must comply with applicable enrollment or graduation requirements of the public high school.

4.04 Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university or private institution shall be the equivalent of one-half unit of high school credit.

4.05 College credit earned at a publicly supported community college, technical college or four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.

4.06 All costs of higher education courses taken for concurrent college credit are the student's responsibility.

#### 5.00 Exception

5.01 Any public school student who was enrolled in and successfully completed a course(s) offered by a college or university after January 1, 1990, but prior to July 15, 1991, regardless of the student's grade level, shall be entitled to receive both college and high school credit, including credit toward graduation, as outlined in these regulations.

6.01 These regulations will become effective July 15, 1991.

All costs for higher education courses taken for concurrent credit will be the responsibility of the student. An official college transcript must be presented to the high school counselors five (5) days prior to graduation and/or the first day of school in the fall in order to be included on the high school transcript. Current high school transcript (minimum 3.0 GPA), ACT scores (minimum 19), immunization records, and a letter signed by a counselor needed for college enrollment must be requested from Watson Chapel High School prior to college registration. AR Code 6-18-223.

## **ELIGIBILITY FOR ACTIVITIES**

Rules of the Arkansas Activities Association, the Arkansas Department of Education (ADE), and the various national student academic and service organizations govern student participation in inter-scholastic athletics, cheerleading, band, Beta Club, Key Club, FBLA, et cetera. Students should explore the various student activity and service organizations for details. A 2.0 grade point average is the current minimum academic requirement for sports. "School disciplinary action" for purposes of imposing a sanction under the rules and regulations of the ADE is defined as placing a student on out-of-school suspension for any period of time.

## **ATTENDING PRACTICES**

Practice dates and times for extracurricular activities shall be established at the discretion of the sponsor, teacher, coach, or administrator in charge. Attendance at practice may determine student eligibility to participate.

## **ATHLETES WHO ARE DISMISSED FROM OR QUILTS A TEAM**

In the event an athlete is dismissed from a team or quits the team, the athlete will be placed in study hall for the remainder of the season. This athlete is not eligible to join or practice with another team until the end of that season.

## **AWARDS AND DEMERIT SYSTEM FOR SPORTS AND ACTIVITIES**

1. Any award for a sport or activity may be withheld from any student who might be otherwise entitled if the District administration determines the student is not deserving of the award for some reason related to citizenship or sportsmanship.
2. First year lettermen will receive a WC letter with their individual sport or activity emblem on the letter.

3. Second year lettermen will receive a jacket with a letter with two bars and special emblem.
4. Third year lettermen will receive a letter with three bars and special emblem.
5. Students who have served on a team for three years will be awarded a jacket.
6. Students that letter in more than one activity or sport will receive a letter with the special emblem for each.
7. Blankets will be presented to athletes or support group members who are awarded All-State, All-American Cheerleader, or All-American Drill Team honors.
8. Student managers will be awarded blankets upon successful completion of a training camp, three years of service to the activity, and the recommendation of the sponsor or coach.
9. Students will be limited to no more than one awards jacket or blanket purchased by the District during their high school careers.
10. Any student who has lettered may purchase an awards jacket at school bid price; however, the District will not purchase an awards jacket for a student who letters a second year if the student has already purchased one. In such a case, the student will be presented a letter with two bars and special emblem.
11. Ninth grade athletes and support group members will receive a windbreaker for lettering in a sport or activity.
12. A high school band student will letter by
  - a. earning an "A" for each nine week grading period in a school year, requiring zero demerits remaining at the end of each nine weeks and
  - b. representing the school at all-region tryouts and solo-ensemble contests.

Demerits are given for non-compliance with a band rule; demerits may be eliminated by working in the band room before or after school at the rate of one hour per demerit. Unexcused, missed performances cause demerits that cannot be worked off.
13. A varsity golf team member will letter by participating in
14. a. at least one half of all interscholastic contests between schools  
  
and  
  
b. either the regional or state meet.
15. A senior basketball player must play in at least 24 quarters in a season to letter.

16. A junior basketball player must play in at least 16 quarters in a season to letter.
17. A track athlete must
- a. score at least one point in the regional meet and
  - b. participate in at least half of the varsity meets.
18. A senior high football player must play in at least 20 quarters during “A” games to letter; however, a starter or main substitute may letter with fewer quarters due to a lengthy injury.
19. A junior high football player must play in at least 16 quarters during “A” games to letter; however, a starter or main substitute may letter with fewer quarters due to a lengthy injury.
20. A baseball player must play in at least 50% of the varsity games and be on the team at the end of the year.
21. A Stepperette or Senior Cheerleader will letter by earning an “A” each nine weeks grading period. A merit and demerit system will be used for grading. One mark equals one-half demerit; two merits erase one demerit. Merit opportunities will be announced by the coach.
- Demerits shall be assigned as follows:
- a. 1 Mark—late to practice, talking during practice, breaking bus rule, talking on sidelines, not cheering, lateness, wearing jewelry
  - b. 1 Demerit—gum chewing in uniform, incomplete uniform, improper dress for practice, untidiness, complaining during performance or practice
  - c. 2 Demerits—detention hall, failure to cooperate with captain or sponsor, missing practice without notification, missing activity without notification
  - d. 3 Demerits—unexcused absence, conduct unbecoming a Stepperette/Cheerleader, profanity, failure to attend a cheering event for any reason other than illness or death in family
- Consequences of demerits (in addition to effect on grade):
- a. 8 Demerits—do not perform one game
  - b. 10 Demerits—no award
  - c. 15 Demerits—dismissed from squad.
22. Awards may be purchased for athletes if funds are available.



## **PUNISHMENT FOR DRUGS OR ALCOHOL IN JUNIOR AND SENIOR HIGH SCHOOLS**

In order to maintain consistent and predictable consequences, the following rules shall be followed in administering the punishment for drug or alcohol-related infractions of the student discipline policies in junior and senior high schools:

1. Possession or use of narcotics, drugs, alcohol, or any other controlled substance shall be followed by a minimum of 5 days suspension and loss of all extracurricular participation privileges for one semester (90 school days), if it is the first infraction.
2. If it is the second or a subsequent infraction, it shall be punished by expulsion for up to one calendar year as determined by the superintendent, subject to approval by the school board.
3. Offering for sale or sale of narcotics, drugs, alcohol, or any other controlled substance shall be punished by expulsion for up to one calendar year as determined by the superintendent, subject to approval by the school board.

## **VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

The district may retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

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

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

## **BELL SCHEDULES**

### **Senior High School**

First Period	8:05
1st Period	8:10-8:55
2nd Period	9:00-9:45
3rd Period	9:50-10:35
4th Period	10:40-11:25
5th Period	11:30-12:15
Lunch	12:15-1:00
6th Period	1:05-1:50
7th Period	1:55-2:40
8th Period	2:45-3:30

### **Junior High School**

First Bell	8:05
1 <sup>st</sup> period	8:10-8:55
2 <sup>nd</sup> period	9:00-9:45
3 <sup>rd</sup> period	9:50-10:35
4 <sup>th</sup> period	10:40-11:25
Lunch	11:25-12:10
5 <sup>th</sup> period	12:15-1:00
6 <sup>th</sup> period	1:05-1:50
7 <sup>th</sup> period	1:55-2:40
8th period	2:45-3:30

## **Coleman Intermediate School**

### **SIXTH GRADE SCHEDULE**

First Bell	7:55
Tardy Bell	8:00
Morning Classes	8:00-12:05
Lunch	12:05-12:30
Physical Activity	12:30-12:50
Afternoon Classes	12:55-3:15
Dismissal	3:15

### **FIFTH GRADE SCHEDULE**

First Bell	7:55
Tardy Bell	8:00
Morning Classes	8:00-11:40
Lunch	11:40-12:10
Physical Activity	12:10-12:30
Afternoon Classes	12:30-3:15
Dismissal	3:15

### **FOURTH GRADE SCHEDULE**

First Bell	7:55
Tardy Bell	8:00
Morning classes	8:00 – 11:15
Lunch	11:15-11:40
Activity	11:40-12:10
Afternoon classes	12:10-3:15
Dismissal	3:15

## **L. L. OWEN ELEMENTARY SCHOOL**

Breakfast served in the cafeteria	7:30 – 7:50
Class begins	7:55
Second grade lunch and extended recess and physical activity	10:40 – 11:43
Third grade lunch and extended recess and physical activity	11:40 – 12:43
Car Riders	2:40
City Bus Riders	3:00
Country Bus Riders	3:05

## **EDGEWOOD ELEMENTARY SCHOOL**

Breakfast served in the cafeteria	7:30 – 7:55
Bell rings to start the school day	7:55
Tardy bell rings (If you arrive after this time your child must get a tardy slip from the office to enter class.)	8:00
School dismissed	3:30

### **MINUTE OF SILENCE**

Sixty seconds of silence is required daily as a part of the instructional day. Public schools shall observe a one (1) minute period of silence at the beginning of the day. Students may reflect, pray, or engage in a silent activity. Teacher or school employee in charge of classroom shall ensure that all students remain silent and do not interfere with or distract another student during the minute of silence. Arkansas Act 576.

### **SCHOOL COLORS AND EMBLEM**

The colors of Watson Chapel High School are black and gold. These are used in all emblems and uniforms worn by school groups. Black represents dignity, restraint, and seriousness; gold represents friendship and brotherhood. These colors give rich and full meaning to our school life. The school emblem is the Wildcat.

### **ALMA MATER**

Words by Virginia Ragan  
Music by Phil Barranco

Watson Chapel, Alma Mater,  
School we love so well,  
Through the shade and through the sunshine,  
We thy praises tell.  
Guide and guardian of our youth,  
we would honor thee,  
Be the champions of thy truth  
through eternity.

## **THE WILDCAT**

The WILDCAT is the school yearbook published annually and composed by juniors and seniors on the yearbook staff. Funds for its publication are raised by student publications, subscriptions, and ads.

## **THE WILDCAT SCRATCH**

The Wildcat Scratch is the school newspaper. It is a project of the Journalism II class.

## **STUDENT AUTOMOBILE USE FOR SENIOR HIGH STUDENTS**

Student vehicles must be registered with the security office and operated in accordance with regulations. In order to drive or park any motorized vehicle on school premises during the school day, students must secure a student parking permit for each vehicle and display it on the vehicle before the first school bell. Students may not park outside their assigned school parking zones. Students may not move or enter a vehicle during the school day. Any violation of vehicle registration and parking procedures as established by the school administration may result in loss of parking privileges.

## **LOCKERS FOR SENIOR HIGH SCHOOL**

The school will rent a locker to any student for \$1.00 per school year. Students may rent lockers from the Principals' office. Lockers may not be shared, and the student renting the locker is responsible for its contents at all times. Only school-supplied locks may be used on lockers, and any unauthorized locks will be removed at the owner's expense. Any unauthorized use of lockers is punishable. School employees may inspect the contents of lockers at any time.

## **LOCKERS FOR JUNIOR HIGH SCHOOL**

The school will rent a locker to any student for \$2.00 per school year. Students may rent lockers from the Principals' or Counselors' office. Lockers may not be shared, and the student renting the locker is responsible for its contents at all times. Only school-supplied locks may be used on lockers, and any unauthorized locks will be

removed at the owner's expense. Any unauthorized use of lockers is punishable. School employees may inspect the contents of lockers at any time.

## **LOST AND FOUND**

Abandoned articles should be turned in to the principals' office immediately. The office may dispose of items that remain in the Lost and Found unclaimed for six weeks.

## **OFFICE HELPERS FOR JUNIOR AND SENIOR HIGH SCHOOL**

Students may serve as office helpers at the discretion of the principals.

## **INCLEMENT WEATHER**

Junior and Senior High Students may go to the gym when the weather is bad before school and during lunch.

## **TARDINESS FOR SENIOR HIGH SCHOOL**

If a student is late to any class without an excuse note from another teacher, the student shall be sent to the office for an admission slip before returning to class. Sufficient time is allowed for students to pass from one class to another, so students are held responsible for changing classes on schedule. If a teacher detains a student between classes, the teacher shall give the student a note excusing the tardiness, and the student may go directly to the next class. Six unexcused tardies in a semester shall result in four days of in-school suspension. All students are expected to be in the classroom and ready for class when the tardy bell rings. If not in the room, the student is considered tardy. Students late for school will be considered tardy unless they have documentation from a doctor or a court official. Additional tardiness shall result in progressively longer in-school suspension(s).

## **DETENTION HALL FOR SENIOR HIGH SCHOOL SCHOOL**

High school students may be assigned to detention hall by the Principal as punishment for some infractions. Detention hall is held from 12:20 p.m. until 12:35 p.m. or at some other time designated by the

Principal. Failure to report to detention hall as directed shall result in additional, progressive punishment. Students are to bring appropriate learning materials to read or study.

## **TARDINESS AND DETENTION HALL FOR JUNIOR HIGH SCHOOL**

If a student is late to any class without an excuse note from another teacher, a doctor's note, or evidence of a court appearance, the student shall be sent to the office for an admission slip before returning to class. Sufficient time is allowed for students to pass from one class to another, so students are held responsible for changing classes on schedule. If a teacher detains a student between classes, the teacher shall give the student a note excusing the tardiness, and the student may go directly to the next class. Unexcused tardies will incur the following consequences:

- 1<sup>st</sup> offense 1 day detention hall, phone conference with parent
- 2<sup>nd</sup> offense 2 days detention hall, 3 licks with paddle, parent conference
- 3<sup>rd</sup> offense 4 days in-school suspension, parent conference
- 4<sup>th</sup> offense 1 day suspension from school
- 5<sup>th</sup> offense 2 days suspension from school
- 6<sup>th</sup> offense 3 days suspension from school
- 7<sup>th</sup> offense 4 days suspension from school
- 8<sup>th</sup> offense 5 days suspension from school
- 9<sup>th</sup> offense 6 days suspension from school
- 10<sup>th</sup> offense 7 days suspension from school
- 11<sup>th</sup> offense Suspension from school for remainder of semester (expulsion)

## **DETENTION HALL FOR JUNIOR HIGH SCHOOL**

Students returning to school after being absent without an acceptable note documenting the reason for the absence will sign detention hall. Detention hall is held

before going to lunch for 18 minutes in the 7<sup>th</sup> grade hallway study hall. Students assigned to detention hall will be given time to eat after detention hall. Students must do work assignments given by the detention supervisor or do school-related homework assignments while in detention hall. Any student that leaves a class after the tardy bell rings must sign Detention Hall unless he/she has an excused permit.

## **REMAINING DAYS IN DETENTION HALL FOR JUNIOR HIGH SCHOOL**

When detention hall ends at the end of the semester, a student may have remaining days left in detention hall. Any student that has detention hall days remaining will be paddled at the end of each semester.

## **SIGNING IN AND SIGNING OUT FOR JUNIOR HIGH SCHOOL**

Parents must come to the Principal's office in order to remove their students from school during the school day or deliver their students to school after the tardy bell in the morning. If the parent signs the student in or out, the student will not receive detention hall.

## **JEFFERSON VO-TECH DISCIPLINE**

Students attending Jefferson Area Vocation Center classes shall be subject to any rules established by that institution in addition to those included in this handbook. Suspension from those classes shall result in suspension from Watson Chapel High School.

## **THE LIBRARY**

The school library is open each regular school day to provide students and faculty access to books, magazines, pamphlets, map records, information technology, and audio-visual materials. Students may go to the library with permission of their classroom or study hall teachers. They may also visit the library before school and during lunch. Students must not talk unnecessarily and remain quiet enough for others to study at all times in the library.

All books except reference books may be checked out for 14 days. A student may check out two books at a time. When a book is kept out over the time limit, a fine of 5 cents a day is charged for every day the library was open. The person checking



out the book is responsible for paying for any damaged or lost book. Reference books are generally for use only in the library; however, certain reference books may be checked out overnight during the last period of the day and returned the next school day. Failure to return reference books on time will result in a fine of 5 cents for each period they are overdue.

## **EXTRACURRICULAR ACTIVITIES**

A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements for the first semester. The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high extracurricular activities by successfully passing 4 academic courses the previous semester, 3 of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools. First semester ninth grade students must pass four academic classes to be eligible second semester of the ninth grade. Ninth grade students must meet senior high academic eligibility requirements by the end of the second semester to participate in the fall of their tenth grade year. Watson Chapel Schools adhere to the rules and regulations of the Arkansas Activities Association.

## **ORGANIZATIONS**

It is the desire of the Board of Education to receive input from the students regarding policies and programs. The Board encourages an active Student Council and urges their participation. Student Council representatives are invited to attend all school board meetings. Each school may establish a Student Council composed of officers elected by the student body, a faculty advisor appointed by the principal, and a representative from each homeroom elected by homeroom members.

Student clubs that provide group activities conforming to the educational objectives of the school are encouraged to the extent that they contribute to the training and development of students. Such clubs are subject to supervision by regular school personnel to ensure conformity with Board policy. Social clubs such as gangs, fraternities, and sororities are not allowed. Club organization and fund raising at school must have prior approval of the building principal. All officers of any school organization must maintain a good disciplinary record and a C average or better in academic subjects.

## **STUDENT COUNCIL**

Officers elected by the student body include a president and a vice-president, both from the senior class; a secretary from the junior class; and a treasurer from the

sophomore class. In addition, representatives are chosen from the respective homerooms. To be eligible for election to the Student Council, a student must maintain a grade of C or better in 75% of the student's academic subjects.

## **BETA CLUB**

The National Beta Club is a non-profit, leadership-service organization for secondary students. To receive an invitation to join the Beta Club, students must have a 3.25 cumulative grade point average, must be enrolled in core academic courses, and meet with the Principal's approval based upon worthy character, good mentality, creditable achievement, and commendable attitude. Students must also have been enrolled in Watson Chapel Schools for at least one semester to be eligible, unless they transfer from a Beta Club in another school. To maintain membership, a student must accumulate a certain amount of service points in addition to the eligibility requirements.

## **CHEERLEADERS AND STEPPERETTES**

A student must maintain a 2.0 grade point average and meet all requirements established by the state department of education and the Arkansas Activities Association to be eligible to compete for a position as Cheerleader or Stepperette. Competitors must also present an acceptable physical evaluation form completed by a physician. Additional rules governing performance and attendance standards may be established and enforced by the sponsor. The decisions on the identity and number of Cheerleaders and Stepperettes shall be made by the judges of the competition. The number chosen may vary from year to year, but will not exceed 15 Cheerleaders and 15 Stepperettes, with at least 1 captain and 1 co-captain per squad. The decisions of the judges are final.

## **OTHER CLUBS AND ORGANIZATIONS**

Membership in the following organizations is open to all interested students who meet membership requirements: FBLA (Future Business Leaders of America), FCCLA (Family Career Community Leaders of America), FTO (Future Teachers' Organization), Drama Club, French Club, Spanish Club, Key Club, WET Club, Chess Club, First Priority/Prayer Group, Art Club, FCA (Fellowship of Christian Athletes), VICA, Quiz Bowl, Engineering Team, CAP Team, Band, Choir, and ICT.

## TRAFFIC DIRECTIONS FOR COLEMAN INTERMEDIATE SCHOOL

The 4<sup>th</sup> grade drive through is one-way going west.

The 5<sup>th</sup> grade drive through is one-way going east.

**All vehicles except daycare vans must wait in line to pick up students.**

## ARRIVAL AND DISMISSAL FOR EDGEWOOD ELEMENTARY SCHOOL

All children that ride home in a car must be picked up at 3:30 p.m. When delivering students to school or picking them up by car, please come to the school on Orlando Street, circle through the circle drive in front of the school to drop off or pickup your child, and exit 32<sup>nd</sup> Street to Apple Street. Afternoon car riders are loaded from the front of the school. Drivers are to remain between the yellow lines. Do not get out of your car and come to the loading area. Four cars are loaded at a time. If you are the first driver in your loading group, drive to the front duty teacher. After all four cars have stopped a whistle will be blown to dismiss your child. Please do not ask your child to leave the loading area and come to you before this time. Once your child's seat belt is buckled, please drive away.

Visitor and parent parking are provided in front of the school. The bus driveway is for buses only. Cars are not to enter the school campus from Apple Street from 7:30 to 8:15 a.m. or after 2:45 p.m. When visiting the school for any reason, parents must report to the office. Do not go directly to the classroom

Two (2) car name tags will be issued to each child who is identified as a car rider. The tag should be displayed in the window of the vehicle when the child is picked up. If no name tag is displayed, you will be asked to come to the office and sign the child out. All parents should stay in their vehicles when picking up their child.

Transportation changes (bus to car, car to bus) must be requested in writing on the day of the change. Changes will not be accepted after 2:00 p.m. each day.

## ARRIVAL AND DISMISSAL FOR L. L. OWEN ELEMENTARY SCHOOL

***Please do not*** bring children to school before 7:30 a.m.—teachers will not be on duty until 7:30 a.m. and your children will be unattended if you drop them off. ***Please***

bring children to school in time to walk to their classrooms before 7:55 a.m. Classes begin at 7:55 a.m. Students who arrive after 7:55 a.m. have to go to the office because they are tardy. Students are disciplined for being tardy by missing a recess, and five tardies add up to one day of unexcused absence on your child's attendance record. If you have to bring your child to school late and want to keep your child from being punished, you must bring your child to the office, present your excuse, and sign the child in. Do not take your child directly to the classroom. Your child's tardiness may be excused if you follow this procedure and have an acceptable reason for being late.

Afternoon car riders are loaded from the end of the 2<sup>nd</sup> grade building. Duty staff will load several cars at a time. ***Drivers are to remain in their cars unless the vehicle is parked in a designated parking space. Adults who park in a parking space but then leave their vehicle to personally escort students to the vehicle must come to the office to check out their child.*** It takes approximately 10 minutes from the time car riders are dismissed by the bell until the last child is picked up from the designated pick-up area. Please use caution, patience, and common courtesy when lining up to drop off or pick up students. Always pull forward as much as possible when dropping off and picking up students. Use only one drop-off lane in the morning--***stay left when entering the campus in the morning*** so that buses may use the right lane. In the afternoon, there are five pick-up lanes, and passenger vehicles may enter using either the right or left side of the entrance ***in the afternoon only***. The school employees supervising and directing the drop-off and pick-up of students have the full authority of the Principal—***please pay attention to and obey their directions.***

## **PARENT INFORMATION FOR STUDENT PICK-UP PROCEDURES FOR L. L. OWEN ELEMENTARY SCHOOL**

For the safety of all our students, we have made the following changes to our pick-up policy.

### **Bus Riders:**

All students who are bus riders **are not to change from being a bus rider to a car rider without a written note from a parent/guardian.** We will not take a student's word or a phone call because of identity verification reasons. If you need to check out a student who rides a bus on a daily basis, you must come into the office and sign out the student.

### **Car Riders:**

All students who are **car riders can only be picked up in the car line by cars displaying a rear view mirror tag that has been issued by the school.** All parents/guardians who want to pick up a student as a car rider and do not

have a rear view mirror tag must park and come into the office and sign out the student.

**Pick-Up List:**

If you send anyone who is not on your child's pick-up list, we will call you to verify that the person is to pick up your child. If we are unable to contact you, your child will take his/her regular transportation home.