

# Watson Chapel School District

## Student Handbook

2018-2019



**Dr. Jerry Guess, Superintendent**  
**William Tietz, Assistant Superintendent**

### District Administration Office

4100 Camden Rd.  
Pine Bluff, AR 71603  
(870) 879-0220

### L. L. Owen Elementary School

3605 Oakwood Rd.  
Pine Bluff, AR 71603  
(870) 879-3741  
*Mrs. Annie Shaw, Principal*

### Watson Chapel Jr. High School

3900 Camden Rd.  
Pine Bluff, AR 71603  
(870) 879-4420  
*Mrs. Uyolanda Wilson, Principal*  
*Ms. Phyllis Cage, Assistant Principal*  
*Mr. Jeremy Vincent, Assistant Principal*

### Edgewood Elementary School

4100 W. 32<sup>nd</sup> Ave.  
Pine Bluff, AR 71603  
(870) 879-1252

*Mrs. Rose Martin, Principal*

### Coleman Intermediate School

4600 W. 13<sup>th</sup> Ave.  
Pine Bluff, AR 71603  
4<sup>th</sup> Grade: (870) 879-3630  
5<sup>th</sup> Grade: (870) 879-3697  
6<sup>th</sup> Grade: (870) 879-1620

*Dr. Ronnie Johnson, Principal*

*Ms. Annette Neely, Assistant Principal*

*Mr. Marcelle Goins, Assistant Principal*

### Watson Chapel High School

4000 Camden Rd  
Pine Bluff, AR 71603  
(870) 879-3230

*Mr. Henry Webb, Principal*

*Mrs. Marcia Merritt, Assistant Principal*

*Mr. Edgar Cooper, Assistant Principal*

### School Board Members

*Mack Milner, President*  
*Alan Frazier*

*Goldie Whitaker, Vice President*  
*Donnie Hartsfield*

*Kevin Moore, Secretary*  
*Ronnie Reynolds*

**WATSON CHAPEL SCHOOL DISTRICT**  
**SCHOOL CALENDAR**  
**2018-2019**

---

First Quarter	August 13-October 17	47 Days
Second Quarter	October 18-December 21	41 Days
Third Quarter	January 7-March 15	47 Days
Fourth Quarter	March 16-May 23	43 Days

---

Important Dates

---

August 1 -10	Teacher Staff Development
August 13	1st Day of School
September 3	Labor Day (no school)
October 25	K-12 Parent Conf. 4:00-7:30
October 26	Professional Development (no students)
November 19-23	Thanksgiving Break (no school)
December 19-21	1 <sup>st</sup> Semester Tests
Dec. 24– Jan. 6	Christmas Holiday Break (no school)
January 7	Second Semester Begins
January 21	Martin Luther King Day (no school)
February 21	K-12 Parent Conf. 4:00-7:30
February 16	Professional Development (no students)
February 18	Presidents Day (no school)
Mar. 18-22	Spring Break (no school)
April 19	Good Friday (no school)
May 20-22	2 <sup>nd</sup> Semester Tests
May 23	Last Day of School
May 27	Memorial Day
May 24-31	Emergency Make-up Days

## Table of Contents

Page	Topic
6	Absences, check outs, and excuse notes
6	Access to student records
21	Accident Insurance
16	Advanced placement and Baccalaureate grading
23	Arrival and Dismissal
3	Attendance requirements
28	Behavior Matrix (New Code of Conduct)
11	Class Interruptions
25	Clubs/Extra-Curricular Activities
19	Communicable Disease and Parasites
16	Concurrent Credit
11	Deliveries to Students
18	Dress Code
25	Drugs and Alcohol
17	Emergency Care and Treatment
2	Entrance Requirements
23	Food from home
36	Forms
	34 Objection to publication of directory information
	38 Parent-Student statement of responsibility
	37 Permission to display photo of student on website
	35 Student electronic device and internet use agreement
12	Grading System
13	Graduation Requirements
21	Guidelines for Cafeteria
20	Head Lice
20	Health Screening
4	Homeschooling
12	Kindergarten Grading System
23	Lunches from Home
18	Medication Guidelines
5	Meeting with Teachers
1	Mission Statements
4	Non Discrimination
7	Parent/Community Involvement – District
8	Parent Involvement Plan
5	Parent Notification
5	Parent Teacher Communication
20	Required Immunizations for School Attendance
2	Residence and Registration Requirements
4	School Choice Transfers
5	School Messenger Communication System
15	Smart Core Curriculum
17	Special Education
4	Student Transfers
7	Textbooks and Instructional Materials
25	Tobacco and Tobacco Products
23	Vending Machines
25	Video Surveillance
11	Visitation

## **MISSION STATEMENTS**

### **District Mission Statement**

In the Watson Chapel School District we believe optimal student achievement (academic and behavior) can be attained by utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment.

### **Watson Chapel High School Mission Statement**

The mission of Watson Chapel High School is to educate, empower, and enable all students to become responsible, caring, respectful, and contributing citizens who will succeed in an ever-changing world. Stakeholders are committed to developing a culture that focuses on high expectations; academic success and helping its students accomplish educational goals that are significant and transferable.

### **Watson Chapel 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 students achievement through a proactive, positive and consistent manner across all school settings that will optimize growth in literacy and math skills, thus impacting all academic disciplines, as well as, social competence.

### **Coleman Intermediate School Mission Statement**

The mission of the faculty, staff, parents, and community at Coleman Intermediate School, through the application of positive behavior interventions and supports is to educate and provide a safe, healthy and culturally-sensitive environment that stimulates children to ROAR (have Respect, be Organized, be Attentive, be Responsible) and become productive members of society.

### **L.L. Owen Elementary School Mission Statement**

The Mission of L. L. Owen Elementary School is to work collaboratively as a team with students, faculty, staff, parents and the community, to increase achievement levels in all academic areas. Quality instruction including advanced technology will be provided in a safe, positive, and healthy environment conducive to learning for all. We are committed to empowering students to become successful life-long learners and productive members of society.

### **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, positive behavior, and to become productive citizens of our community, through our dedicated approach to establishing an encouraging atmosphere.

## **RESIDENCE REQUIREMENTS**

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

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

“Residential address” means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. 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.

Watson Chapel School District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court must reside within the Watson Chapel School District, and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the Watson Chapel School 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. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

## **ENTRANCE REQUIREMENTS**

To enroll a student in a school in the Watson Chapel School District:

- the child must be a resident of the District as defined in District policy
- be accepted as a transfer student
- participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement. Prior to the child's admission to a District school:

- The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
- The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - A birth certificate;
  - A statement by the local registrar or a county recorder certifying the child's date of birth;
  - An attested baptismal certificate;
  - A passport;
  - An affidavit of the date and place of birth by the child's parent or guardian;
  - United States military identification; or
  - Previous school records.
- 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. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
- In accordance with Immunizations Policy, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

## **ATTENDANCE REQUIREMENTS**

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

- The child is enrolled in private or charter school.
- The child is being home-schooled

- The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program.

### **STUDENT TRANSFERS**

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.

#### ***Home and Non-Accredited Schools***

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. Any student transferring from home school to Watson Chapel High School shall have all credits for courses evaluated by district staff and must take his/her final two semesters enrolled as a full-time Watson Chapel High School student in order to receive a WCHS diploma.

#### ***Expelled Students***

Watson Chapel School District will not enroll a student who is currently serving an expulsion from another school district. The student will not be able to register until the expulsion is completed.

### **SCHOOL CHOICE TRANSFERS**

Once your child has enrolled in school with us for the coming school-year through School Choice, your child will be eligible to continue enrollment in the district until completing high school or is beyond the legal age of enrollment provided the student meets the applicable statutory and District policy requirements all other District students must meet (with the exception of residency in the District) to continue District enrollment

### **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.

### **HOMESCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

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

Home school students may participate in their resident district's athletic programs, fine arts programs, and special interest clubs and organizations. 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.

### **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. Interim report cards will be issued at four-and-a-half week intervals. The first interim report will be sent home. 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.

### **PARENT NOTIFICATION**

Parents will be notified of all suspensions, in-school suspensions and/or bus suspensions by telephone and/or 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.

### **SCHOOL MESSENGER 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 School Messenger 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. School Messenger 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.

### **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.

### **ABSENCES, CHECK-OUTS, AND EXCUSE NOTES**

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 or front office 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. After five (5) days of a student not being present in the classroom, the parents will receive a letter from the school. After ten (10) unexcused absences the student could lose course credit, fail to be promoted to the next grade, not graduate, and/or a FINS (Family in Need of Services) could be filed with the Juvenile Court.

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. When checking out a student early, the parent/guardian must physically come into the front office and present a picture ID, the name of the person checking out the student must be listed on the information sheet. Phone calls requesting a student to be checked out **will not** be allowed.

### **ACCESS TO STUDENT RECORDS**

Official student records shall be kept for each student attending Watson Chapel Schools in which the student is currently enrolled. Such records may include, but are not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns. Access to and release of such records will be in compliance with appropriate state and federal statutes.

#### ***Administrative Procedures for Student Records***

##### **A. Access to Records**

1. Employees of the Watson Chapel Public Schools who have legitimate educational interests in a student may have access to the records of that student. Employees meeting this qualification include certified personnel who are directly involved in the education of the student and other personnel whose assigned duties are to maintain student records.
2. Parents or legal guardians of a student will have access to the student's records except that if the student is 18 years of age or older, only that student has the right to determine who, outside the school system, has access to his/her records. It will be presumed that divorced or legally separated parents maintain these rights unless legal documents to the contrary are provided the school.
3. A parent, legal guardian, or eligible student will, upon written request to the principal maintaining the student's records, have the opportunity to inspect and review the records. The request must include a specification of the exact information being sought.
4. Compliance with the request shall be done as quickly as administratively feasible, but in no case should the time exceed forty-five calendar days after the request has been made. The person making the request is also entitled to the opportunity to receive an interpretation of the records, the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in the records stating his/her opinion. If further challenge is made to the records, the normal appeal procedures established by the school policy will be followed.
5. A reasonable charge may be made for furnishing copies of records.

#### B. Release of Records

1. When a request is received for the records of an elementary student who is transferring to another school system, a copy of the tri-fold, cumulative record card and the original of all other information shall be sent to the receiving school.
2. When a request is received for the records of a junior-high student transferring to another school, a copy of the junior high student's record shall be sent to the receiving school. Permanent records for students who have transferred or dropped out shall be kept in the individual schools.
3. When a request is received for the records of a high school student who is transferring to another school, a copy of the student's permanent record form (also called transcript) will be sent to the receiving school. The original records remain in the senior high school. Permanent records for drop-out students shall be kept in individual schools.
4. Official student records may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of the individuals.
5. For release of student records to other persons or non-education agencies, written consent shall be given by the parent, legal guardian, or the student if he/she is 18 or over. This consent form will state which records shall be released and to whom they shall be released. A copy of the student record being sent will be made available to the person signing the release forms if he/she so desires.
6. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully-issued subpoena.

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks, electronic devices provided by the school district, 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.

## **PARENTAL/COMMUNITY INVOLVEMENT – DISTRICT**

The Watson Chapel School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to

1. Involve parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as HIPPY;
4. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
9. Find and modify other successful parent and community involvement programs to suit the needs of our district;
10. Train parents to enhance and promote the involvement of other parents;
11. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

## **WATSON CHAPEL PARENTAL INVOLVEMENT PLAN**

## **GOAL 1:**

The Watson Chapel School District will foster effective parental involvement strategies, coordinate parental involvement activities with those of other programs, and support partnerships among school, parents, and the community to improve student achievement by establishing a Parent Advisory Council, which will include: Parents, Teachers, and Community Leaders. This committee will meet annually to review the Parental Involvement Plan. The Parent Advisory Council will meet in May to review the effectiveness of the District Parent Involvement Policy and revise the District Parent Involvement Policy for the upcoming school year. The district parental coordinator will coordinate the meeting. The District Parent Involvement Policy will be placed on the Watson Chapel School District homepage for parent.

We have Four Title I schools. Each of the four schools has a parent involvement coordinator who serves as the contact person. They are: Edgewood Elementary – Susan Albright, L.L. Owen Elementary - Shelly Peyton, Coleman Intermediate - Amanda Tidwell and Watson Chapel High School-Gerald Jeffers. These parental involvement coordinators implement parental involvement activities as well disseminate information to the community to promote parental involvement in the Title I, Part A schools.

Parental Involvement activities are coordinated with those other programs such as Parents as Teachers program and Home Instruction Program for Preschool Youngsters. Pamphlets and flyers are disseminated at the Parents as Teachers and Home Instruction Program for Preschool Youngsters when meetings are held at Arkansas River Education Service Center. A representative from the district is available to speak to parents at the organizations and to answer questions for parents. Child find flyers are made available to parents at all parent/teacher conferences across the district explaining parent involvement activities. Flyers are also available at the Public Library and at business in the committee.

Training will be provided which will give committee members strategies to implement in the local schools. In addition, Watson Chapel School District will coordinate parental involvement activities with those of other programs. Each school will establish a Parent Facilitator to oversee Parental Involvement implementation. A survey (annual review) of the effectiveness of the parental involvement policy will be utilized to get feedback. The Parental Involvement Survey from the previous year will be analyzed to better meet the needs of the Parents. In addition, a perception survey will be sent to all parents to determine perceptions of each school's effectiveness.

Watson Chapel School District will reserve a minimum of 1% of the district's Title I, Part A allocation for parental involvement. Schools will involve parents in annual meetings led by the school's parent involvement facilitator to review the school parent involvement plan.

## **GOAL 2:**

The Parent Coordinator will conduct ongoing site visits to observe parental involvement practices. The Parent Coordinator will enhance the awareness and skills of teachers, pupil service personnel, principals and staff in reaching out to, communicating with and working with parents as equal partners. In addition the district will: Monitor each Title I, Part A School to ensure that each school performs the following tasks:

1. The school parent facilitator will assist with the development of the school's parental involvement policy. The school parent facilitator will provide an electronic copy of the school's parent involvement policy to the district Parent Coordinator. Each school's plan will be placed on Watson Chapel School District webpage and will be distributed at school parent involvement meetings.
2. School Parent Facilitators will offer flexible meeting times.
3. Each school's parent facilitator and principal will provide information to parents about the school's program, include parent information guide.

4. Each school's parent facilitator and principal will develop and use the School-Parent Compact.
5. Provide training for parents in working with their child to improve academic achievement
6. Encourage parents to visit/volunteer at school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts.
7. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, in order to maximize the opportunities for parents to participate in school-related activities.
8. The school's parent facilitator will provide materials and training to help parents work with their children to improve academic achievement. Each Title I school will provide the date of the trainings, the topic that will be covered, the name of the facilitator and their contact number in their individual school plan.

Parental Involvement trainings will be held to train Parent Facilitators on effective Parental Involvement practices. Parent Facilitators will take the information back to the local school. Perception surveys and other parental involvement surveys will be developed for each school's use. The district Parent Facilitator will attend conferences and outside trainings to provide meaningful technical assistance. Trainings will be conducted to train Administrators in every building in dealing with better ways of Communicating with Parents.

**GOAL 3:**

1. The school's parent facilitator and principal will provide information to participating parents in such areas as national, state, and local education goals, including parent's rights as defined in Title I, Part A.
2. The school's parent facilitator will assist in the development of parent engagement groups at their school.
3. The district Title I Parent Coordinator and school parent facilitators will involve parents through an annual survey to improve school effectiveness.
4. Approve reasonable and necessary expenses associated with parental involvement activities.
5. Provide any reasonable support for parental involvement at the request of participating Title I, Part A schools.
6. If additional support is needed, the district Title I Parent Coordinator will provide support at the request of participating Title I, Part A schools for additional resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child.

**GOAL 4:**

1. Parents are surveyed annually, including questions to identify barriers to parental involvement. The school improvement coordinator will be responsible for disseminating the surveys and will report to the committee the results of the survey.
2. An opportunity is provided for the parents to assist in the development of the evaluation procedures, including analysis of data collected. An annual review of the effectiveness of the parental involvement policy will be conducted before the closing the school year. This will involve parents and coordinators from each of the five district schools. This committee will meet in May and review parental involvement activities and will plan activities for the next year with a goal of involving all parents.

3. Findings from the evaluation process are used to make recommendations to each participating school for parental involvement policy revision and to provide suggestions for designing school improvement policies, as they relate to parental involvement. Each school's committee will meet with the district parental involvement committee and will review the findings and will update each school's plan to reflect the findings.
4. An annual parent activity evaluation report will be developed by each school's committee and by the district committee. The report will be disseminated by each committee to share with parents, staff and the community. Open meetings will be held to discuss the findings. All changes made to the parental involvement policy will be documented and will be approved by the school board and will be included in the handbooks and on the Watson Chapel School District website.

**GOAL 5:**

The Federal Coordinator will recruit members for campus and district Leadership Teams.

**DELIVERIES TO STUDENTS**

Disruption to the school day and additional work for school personnel mandate that deliveries to students during the school day be limited. Students may not receive flowers or gift-type deliveries, or party invitations at school. Such deliveries will be refused and returned. If the parent wishes to have lunch with their child, they are welcome to do so in the school cafeteria. Parents and friends of students are not allowed to bring deliveries of any kind to a student at school. Classroom teachers may have special events, such as parties, where parents are asked to bring food. Because of health issues the refreshments brought for these events must be purchased from a store or bakery. Homemade goods, such as cookies and cake are not allowed.

**CLASS INTERRUPTIONS**

Academic classes shall not be interrupted for extracurricular activities without approval by the principal. 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.

**VISITATION**

***Contact by Parents/Guardians***

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

***Contact by Non-Custodial Parents***

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

***Contact by Law Enforcement, Social Services, or Court Orders***

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

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

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

***Contact by Professional Licensure Standards Board Investigators***

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

***Other Visitors***

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

**GRADING SYSTEM (Grades 1-12)**

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

The kindergarten report card is a list of skills that are to be mastered during the year. All starred items must be mastered for promotion to first grade.

- ✓ - Mastery of skills has been achieved
- Skill has not been mastered

### GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

#### SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

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

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

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

3) Algebra II; and

4) The fourth unit may be either:



- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>7</sup>

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

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

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the

district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

**CORE: Sixteen (16) units**

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- two units chosen from the following three categories:
  - Physical Science;
  - Chemistry;
  - Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

Civics one-half (1/2) unit

World history, one (1) unit

American History, one (1) unit

Physical Education: one-half (1/2) unit

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

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

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>7</sup>

Fine Arts: one-half (1/2) unit

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

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

## SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.

Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

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

### CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from a publicly supported community college, technical college, four-year college or university, or private institution with which Watson Chapel High School has an articulated agreement shall be given credit toward high school grades and graduation at the rate of one full year's high school credit for a three (3)-hour college credit course. Additionally, a three-hour college remedial/developmental education course shall be the equivalent of one-half unit of credit as a high school career focus elective and cannot be used to meet the core subject area requirements in English and/or mathematics. Unless approved by the school's principal, prior to enrolling for

the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective. Students will retain concurrent credit applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student’s responsibility.

### **ADVANCED PLACEMENT AND BACCALAUREATE GRADING**

Although Watson Chapel School District is **not** a member of the International Baccalaureate (IB) Program, students transferring into the District from another Advanced Placement (AP) or IB program will be awarded credit as outlined by the Arkansas Department of Education. Weighted Credit for designated AP and IB courses will be contingent upon the AP/IB teacher obtaining applicable training; the student taking the entire AP/IB course offered in a particular subject; the student completing the applicable test offered by the College Board for AP at the end of the AP course or the applicable test offered by IB at the time prescribed by IB. For students who transfer into Watson Chapel School District and who have credit for ADE Approved Honors Courses in their previous school as reflected on the incoming transcript, these students will receive the additional quality points (same as for AP and IB) for GPA purposes.

<u>Percent</u>	<u>Letter Grade</u>	<u>Descriptor</u>	<u>Quality Points</u>
100-90	A	Excellent	4
89-80	B	Good	3
79-70	C	Marginally Satisfactory	2
69-60	D	Unsatisfactory	1
59-0	F	Failing	0

### **DRESS CODE**

The district’s dress code is established to prevent disruptions and minimize safety hazards. This policy is designed to promote a wholesome school climate, security, and equal educational opportunity. Students are required to wear the school uniform while in school, on school buses, and at designated school bus stops.

#### **Edgewood/ L. L. Owen/Coleman:**

- Polo style shirt (long and/or short sleeve) white, baby blue, or burgundy with 2-4 buttons (must be tucked in)
- Khaki or Navy blue pants, shorts, jumper, skirts, capris, or skorts with plain or pleated front with straight-legged, with or without cuffs, and have belt loops
- **NO** cargo pants, stretch pants, yoga pants, sweatpants, wind pants, or denim of any color or kind is permitted.
- Solid color undershirts can be worn under approved uniform shirts
- Solid color belt with no markings or logos
- Coats, jackets, hoodies, and sweaters may be worn over the uniform; they must have a full length opening in the front. **NO** pullover outer garments. Outer garments must be unfastened while in the building
- **NO** house shoes, shoes that do not close around the ankle, and/or flip flops

#### **Watson Chapel Jr. and Sr. High School**

- Polo style shirt (long and/or short sleeve) with 2-4 buttons (must be tucked in)
  - 7<sup>th</sup> Grade – Baby Blue Polo Shirt
  - 8<sup>th</sup> Grade – Burgundy Polo Shirt
  - 9<sup>th</sup> Grade – Hunter Green Polo Shirt
  - 10<sup>th</sup> Grade - Light Gray Polo Shirt
  - 11<sup>th</sup> Grade – Navy Blue Polo Shirt
  - 12<sup>th</sup> Grade – White Polo Shirt

- Khaki pants, shorts, jumper, skirts, capris, or skorts with plain or pleated front with straight-legged, with or without cuffs, and have belt loops
- **NO** cargo pants, stretch pants, yoga pants, sweatpants, wind pants, joggers, or denim of any color or kind is permitted.
- Solid color undershirts can be worn under approved uniform shirts
- Solid color belt with no markings or logos
- Coats, jackets, hoodies, and sweaters may be worn over the uniform. The uniform shirt collar must be visible and school identification must be worn on top of the outer garment.
- **NO** hat, head scarf, bandana, or other head covering is permitted, except for religious or medical reasons. Students that are required to wear head covering must provide documentation from clergy or doctor and will be allowed on a case by case instance. Scarves may be worn for warmth outside the buildings, but not worn inside the building. Hoods attached to coats, jackets, hoodies, or sweaters may be pulled up over the head outside the buildings for warmth; hoods may **NOT** be worn pulled up on the head inside buildings.
- **NO** house shoes, shoes that do not close around the ankle, and/or flip flops
- Lanyards with school identification must be worn at all times during the school day

## **SPECIAL EDUCATION**

Watson Chapel School District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

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

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

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

## **EMERGENCY CARE AND TREATMENT**

In the event a student becomes ill or injured while at school, school personnel will attempt to notify the parent/guardian or other contacts on record. It is important that the parent or guardian keep school personnel informed of any changes in emergency contact information including names and phone numbers. In the event

of a life threatening illness or injury, 9-1-1 will be called to dispatch EMS/ambulance services. At the direction of the school nurse. The parent/guardian is responsible for any expenses. Rendering of first aid by school personnel will depend on the experience and judgment of the personnel involved.

Students who are ill should be kept at home. If the temperature is over 100 degrees the child should remain at home. The student should be fever free for 24 hours without the use of fever reducing medication before returning to school. Students having vomiting or diarrhea not related to an ongoing stomach disorder should not come to school. Stomach viruses are contagious and can easily spread.

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

### **MEDICATION GUIDELINES**

Prior to administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the school district and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Parents or guardians should administer medications at home, unless specifically ordered by a provider with prescriptive authority (MD, DO, APRN, DDS, OD) to be given during school hours. The following guidelines are in place in order for medication to be administered at school.

1. A current school year prescription written by a provider must be on file. Orders do not carry over from year to year. All medications and supplies **MUST** be provided to the school by the parent.
2. A parent or guardian must sign permission for the medication to be given at school for any student under 18 years of age.
3. No over the counter (OTC) medication (such as Tylenol, Motrin, cough syrup, antacids) will be given at school without a written provider order.
4. All medication must be in the original pharmacy container with the prescription label on the container. OTC medication must be in the original factory labeled container. The pharmacy will provide a separate labeled bottle so medication that may need to be given at home and at school will be in properly labeled containers.
5. Medication is to be brought to school by a parent or guardian or other designated adult. At no time should any medication be in the possession of a student except as noted below.
6. Medication will be counted by the nurse and parent/guardian and a receipt given to the parent/guardian to show the medication was received.
7. All controlled substance medications will be stored in a double locked mounted cabinet in the health office.

8. Students who need to carry an Epi-pen, inhaler, or diabetic supplies in their possession at all times must have a provider order to do so. Parents/guardians are encouraged to provide the health office with an Epi-pen or inhaler so the medicine is available in case the student forgets to bring the medication with them to school.
9. Medications that have expired or been discontinued must be picked up by a parent or guardian. This includes medication left over at the end of the school year. Any medication not picked up will be destroyed in compliance with Arkansas Department of Health Division of Pharmacy Services.
10. Students who are found to have medications on their person without a provider order on file will:
  - a. Surrender the medication to the principal who will contact the parent
  - b. If students are found to have controlled substance medications on their person the Resource Officer will be notified. The medication will be turned over to the Resource Officer. Understand that carrying non prescribed controlled substances can result in arrest.

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

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

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

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

## **COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by a parent/guardian. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

Standard precaution shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions, and excretions (except sweat). The district shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunizations which shall be education records.

## **REQUIRED IMMUNIZATIONS FOR SCHOOL ATTENDANCE**

Watson Chapel School District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation. The only types of proof of immunization the District will accept are immunization records provided by a:

- Licensed physician;
- Health department;
- Military service; or
- Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record. In order to continue attending classes in the District, the student must have submitted:

1. Proof of immunization showing the student to be fully age appropriately vaccinated;
2. Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
3. A copy of a letter from ADH indicating immunity based on serologic testing; and/or
4. A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived. Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

## **HEAD LICE**

"Head Lice" are parasitic insects found in the hair or scalp of humans. Head lice are transmitted from one person to the other by direct head to head contact. Lice do not spread disease. The school nurse may examine students on a random basis for lice infestation. A parent or guardian of any student found to have infestation of lice will be contacted so that treatment can begin. The nurse can provide the parents/guardians with verbal and or written information on lice treatment and prevention.

## **HEALTH SCREENINGS**

The school district will conduct annual health screenings in the following areas as required by the Department of Education and the Department of Health:

- A. Dental screening
- B. Vision screening
- C. Hearing screening
- D. Scoliosis screening
- E. Body Mass Index (BMI).

School nurses will make the necessary arrangements for these screenings. Parents or guardians that do not wish to have their child screened must provide a written refusal to the school before August 31 as screens will begin the first week of September.



## 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. *The insurance forms can be picked up in the front office of the school.* 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 WATSON CHAPEL CAFETERIAS

The district encourages parents to pre-pay for all meals. However, in order to prevent students from being refused meals, the district allows students to charge up to \$15.00 for their meals. Any a la carte or extra items must be paid for in cash.

### PAYMENT LOCATIONS:

- Payments may be made by cash or check in any school cafeteria.
- Locked boxes are available in the High School and Junior High where students may deposit payment envelopes at any time. The boxes are checked daily.
- Payments may also be made at the Child Nutrition office, located off of the High School cafeteria.
- At the end of the school term, the students’ account balances (including any balance due) will be carried over for the next school term.
- In the event a student leaves school, parent/guardian is to submit to the cafeteria manager a signed note from parent requesting a refund; this note must include parent’s full name, student’s full name, student ID and address.
  - Cafeteria cashiers may issue cash refunds if funds are available.
  - If the funds are not available, the cafeteria manager will send the refund request to the Nutritional Services office for processing and parents will be notified when the refund is available.

### MEAL PRICES:

- Meal Prices are as follows:
  - Breakfast Free: \$0.00 Reduced: \$0.30 Paid: \$1.00
  - Lunch Free: \$0.00 Reduced: \$0.40 Paid: \$1.50
  - Second Tray: \$2.00
  - Extra Breakfast Entrée: \$1.00
  - Extra Lunch Entrée: \$1.25
  - Extra Fruit/Vegetable: \$0.75
  - Extra Juice: \$0.50
  - Extra Milk: \$0.40
  - Prices for a la carte items are subject to change during the school year.

## **UNPAID MEAL CHARGES:**

Every effort will be made to collect for unpaid/charged meals. Unpaid meal charges will result in the following:

- Written payment reminders for K-6th grade will be sent home once the student has \$5.00 charged to their account. Reminders will be sent home weekly.
- Verbal reminders for 7th-12th grade will be given to the student once the student has \$5.00 charged to their account. Reminders will be given at least weekly.

The Nutrition Department will send a letter to parents around the 15th of every month once the charge balance reaches \$15.00.

Watson Chapel School District reserves the right to suspend a student's meal service for non-payment of fees with documented approval from the school principal, superintendent and/or assistant superintendent and Child Nutrition Director.

Watson Chapel School District reserves the right to turn any unpaid balances over to a collection agency.

Any high school or junior high school student with a balance at the end of the semester will be required to take semester tests.

WCSD Nutritional Services will provide a list of all students with balances at least 2 weeks prior to semester tests to high school and junior high offices.

Junior High students will not be able to attend any end-of-year field trips unless balances are paid.

WCSD Nutritional Services will provide a list of all students with balances by March 1st to the junior high office.

## **PAYMENT PLANS/ASSISTANCE:**

- WCSD Nutritional Services will work with parents to set up a payment plan to clear any balance.
- For assistance, a family must first fill out a Free and Reduced-Price application. The WCSD Nutritional Services will process this application to see if the family is eligible to receive free or reduced meals.
  - WCSD Nutritional Services will verify whether the student is categorically eligible for free meals based on homelessness, migrant status, receive SNAP benefits or are in foster care.
  - WCSD Nutritional Services will schedule a meeting with a school principal and the family to discuss assistance needs and options.

## **CAFETERIA:**

Breakfast and lunch meals are prepared daily and made available to the students. Meals are expected to be paid for unless the appropriate paperwork has been filled out and children have been approved for free meals.

## **DETERMINATION OF MEAL STATUS (FREE, REDUCED, PAID):**

- Parents are encouraged to fill out a Free and Reduced-Price application.

- Applications must be filled out for each year a student is enrolled; status does not carry over from year to year, with the exception of the first 30 days.
  - Applications are provided:
    - On the Watson Chapel School District Website (pdf to print and complete);
    - Within the school registration packet;
    - In the school offices;
    - In the Child Nutrition Office; and
    - On-line at ezmealapp.com (completed and submitted on-line).
- For students who were enrolled the previous year, their meal status carries over until the 30th day of school or until a new application is processed.
  - **All new students, including Kindergarten students, start as Paid.**
- Students who receive SNAP benefits will receive a letter notifying the parents/guardians that they are automatically eligible for free meals.
  - If the student is not listed on the Direct Certification list provided to the WCSD Nutritional Services, parents will be asked to fill out an application and mark that they receive assistance.
- Upon the 30th day of school, any students without a new meal application, and not listed on the Direct Certification, homeless, migrant, runaway or foster child lists, will be changed to paid status.
- Applications may be filled out any time during the year. A new application may be filled out at any time when a parent/guardian thinks their status may have changed.
- **All meals eaten before a completed Free and Reduced-Price application is received are the responsibility of the parent/guardian and must be paid for as required by law.**
  - Meal eligibility starts on the date the completed application is received by Nutritional Services.
    - Each day in August and September, Nutrition Services employees will collect applications from the school offices and apply a date stamp.
    - After September 30, 2018, schools will notify Nutritional Services when meal applications need to be picked up.
    - If applications are incomplete and are sent back to the parent/guardian to be completed, the date the completed application is received will be the date eligibility is based on.
    - **Meal charges prior to a meal application being received by Nutritional Services will not be refunded or written off.**
  - Nutritional Services will send a letter to the address listed in Eschool with the results of the application. Families are asked to retain this letter in the event any questions arise as to when the applications was received by Nutritional Services.
- Parents or guardians are encouraged to deposit money into their child's account before meals are served. Payments can be made daily, weekly, monthly, or annually.
- Students may pay for meals with cash at the point of service.

- In the event students do not have money on their account, or money to pay for their meal at point of service, students may charge up to \$15.00 on their account.

### **MEAL LOCATIONS:**

- Food may not be taken from the cafeteria with the exception of the Grab and Go Breakfast at the High School and Junior High Schools.

Watson Chapel Schools are closed campuses. Students may not order out or have food delivered during the school day.

Students may not sell food outside of school fundraisers at school.

### **FOOD FROM HOME:**

All foods sold or provided to students must meet the Federal Smart Snack guidelines. Therefore, we ask that you do not send food as treats to your child's class. If you wish to celebrate any special days, please talk to your child's teacher in advance and plan to bring non-food items, such as puzzles or small toys.

### **LUNCHES FROM HOME:**

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.

## **VENDING MACHINES**

Watson Chapel High School and Jr. High School provides beverage vending machines that are on timers and can be used during certain times of the day.

## **ARRIVAL AND DISMISSAL**

### ***Edgewood Elementary School***

Bus Riders: All students who are bus riders can only be changed to a car rider by a written note or phone call to the office by 2:00 p.m. No verbal communication by a student can change bus information

Car Riders: All students who are car riders must exit the car on the right side and walk on the sidewalk to the door. Parents should remain in the line and not pass the other cars in front of them. If you park and come in to pick up your child early you must have a picture ID and sign out the student.

### ***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. Class begins at 7:55 a.m. Students who arrive after 8:00 a.m. must go to the office for tardy slip.

Afternoon car riders are loaded from the end of the 2nd 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.

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.

### ***Coleman Intermediate School***

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

The 5<sup>th</sup> and 6<sup>th</sup> grade drive through is one-way going east.

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

### ***Watson Chapel Jr. High School***

Teachers for Watson Chapel Jr. High School and Watson Chapel High School are on duty at 7:40 a.m. for supervision of students. If a student arrives before 7:40 a.m., they may not be supervised.

### ***Watson Chapel High School***

**Student Automobile Use:** 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.

## **VIDEO SURVEILLANCE**

Watson Chapel School 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.

## **TOBACCO AND TOBACCO PRODUCTS**

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

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

## **DRUGS AND ALCOHOL**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools. Therefore, no student in the Watson Chapel School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or

any school sponsored activity; has left the school campus for any reason and returns to the campus; or is en route to or from school or any school sponsored activity.

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

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

## **CLUBS/EXTRA-CURRICULAR ACTIVITIES**

The Watson Chapel School District will offer curricular and extracurricular activities appropriate for a wide range of student interests and abilities. "Extracurricular activities" are defined as those activities, which take place

- in competition with students from other schools, or
- for an audience of non-school personnel, or
- for a purpose clearly unrelated to regular classroom activities.

Participation in such activities will be encouraged by the school district. However, the school district reserves the right to deny participation to any student under the guidelines established in the Procedures section, which follows.

## **PROCEDURES**

### ***Elementary Schools***

In general, all activities offered by the school will be open to all students. Eligibility to participate may be revoked, at the discretion of the principal or sponsor, for any students whose general behavior does not meet acceptable standards.

### ***Secondary Schools***

- Those who do not meet the eligibility standards of the Arkansas Activities Association (in those activities governed by the AAA).
- Those who do not meet the eligibility standards of the recognized agency governing any particular activity.
- Those in grades 7-9 who did not meet the district's promotion standards, as described in Policy No. 5.10, during the previous school year.
- Those whose general behavior does not meet acceptable standards as determined by the principal.
- Those who do not meet approved guidelines established by the staff member in charge of a particular activity.

### ***General Guidelines***

- All extracurricular activities should be considered an integral part of the school's total educational program and should be subject to the same evaluative procedures as those applied to curricular activities.
- Seventh graders will be eligible for participation in all 8th grade athletic activities. A seventh grader may participate in an 8th grade sport only when special consideration is given to the physical and emotional maturity of the student and only after consultation among the athletic director, the

student's principal, and the student's parents; the principal will have the final authority to declare the student eligible and will make "the good of the student" the chief criterion in making the decision.

- Ninth graders will be eligible to participate at the varsity level only if approved by sport head coach, athletic director and, high school principal.
- The maximum number of competitive activities or performances will be determined by the principal, in consultation with appropriate staff members.
- Extracurricular activities will be scheduled so that participant's absence from class is minimized.
- Interruptions of instructional time in the classroom are to be minimal.
- In general, practice time should not exceed two hours per day.
- Practice sessions will not be scheduled on Thanksgiving Day, Christmas Day, New Year's Day, or Sundays. Saturday practices are discouraged.
- Practices will not be held on days school is dismissed for bad weather unless the practice is specifically approved by the principal.
- Interscholastic activities will not be held on days school is dismissed for bad weather unless the activity is specifically approved by the superintendent's office on the recommendation of the principal.
- Activities should be scheduled to avoid the need for overnight trips.
- Any overnight stay of a non-emergency nature must be approved in advance by the superintendent's office. Overnight stays of emergency nature (due to bad weather, mechanical failure, etc.) may be scheduled at the discretion of the staff member in charge of the activity.

### ***Non-instructional Activities***

Activities of a non-instructional nature (such as class parties, pep rallies, and assembly programs) will be held only after approval by the building principal. The frequency and duration of such activities will be limited so that interference with the regular instructional program is minimized.





**WATSON CHAPEL SCHOOL DISTRICT**  
**4100 Camden Road**  
**Pine Bluff, AR 71603**

May 26, 2018

Dear Parents/Guardians,

In the Watson Chapel School District, we think it is as important to teach positive behavior as well as academics. In an effort to teach expected behavior, all schools in the Watson Chapel District will be implementing the use of **PBIS (Positive Behavior Interventions & Supports)** for the 2018-2019 school years. **PBIS** is a proactive process to improve school climate and social behavior in schools. **PBIS** will model the District Wide behavior matrix and expectations of **ROAR** which stands for R-Respect, O-Organized, A-Attentive and R-Responsible. **PBIS** will help to make our schools a more positive, respected and a fun place to learn.

Our school district has developed a small set of clearly defined expected behaviors that the teachers and staff will teach, model, and reinforce. We will use school-wide data to monitor and address behavior issues in common areas. As a district, we will take the first few weeks of school to teach the expected behaviors that are printed on the back of this letter. This copy is provided for you to discuss and reinforce expectations with your child. You will hear many good things about **PBIS** activities and rewards from your child throughout the year.

Thank you for your continued support of our students and our School District as we work to improve the academic experiences for your child/children. We look forward to a very positive 2018-2019 school year in the Watson Chapel School District.

Enjoy your summer with your children!

Sincerely,

Dr. Jerry Guess,  
Superintendent  
The Watson Chapel School District  
PBIS Team

# PBIS BEHAVIOR MATRIX

## (Component of the new CODE OF CONDUCT)

### Edgewood Elementary

	Hallway	Bathroom	Cafeteria	Classroom	Playground	Assemblies	Car Line	Bus Line/Bus	Daycare Line
<b>Respectful</b>	Be respectful of classes while passing use quiet voice	Flush the toilet and give privacy	Do not talk with food in your mouth  Keep voice level to a minimum	Use manners and be polite  Take turns speaking	Take turns, use positive talk, and be nice to everyone	Listen to the speaker  Voice level 0  Keep hands to yourself	Sit quietly and listen for your name to be called	Keep voice level at a minimum  Shae your seat  Listen to the teacher/bus driver	Sit quietly and listen to the teachers
<b>Organized</b>	Keep hands and feet to yourself	Line up and wait your turn	Put tray up quietly	Bring materials and homework to class  Keep a clean organized desk	Line up quickly in designated spot	Sit correctly Criss Cross Applesauce	Walk to the cafeteria correctly  Sit correctly	Walk to your designated bus line  Sit correctly in line and on the bus	Walk correctly in the hall  Sty with your daycare line
<b>Attentive</b>	Walk on correct right hand side, third square of the hallway	Report any issues Use your best bathroom manners	Check around you for all trash	Listen for teacher instructions and raise your hand	Stay away from unfamiliar adults or animals	Give attention to the speaker  Participate when asked	Listen for your name to be called  Walk on the sidewalk away from traffic	Listen for your bus number to be called  Pay attention as the bus stops	Watch for daycare van to arrive
<b>Responsible</b>	Walk and follow hall rules during bathroom and water breaks	Wash hands, flush, and close the door	Throw all trash away and wait your turn	Bring materials and homework to class	Tell the teacher if you see unsafe behavior	Sit with your class	Walk, not run to your car	Walk to your bus when your bus is called  Get off at your destination	Walk, nor run to your daycare van

## L. L. Owen Elementary

	<b>Classroom</b>	<b>Bathroom</b>	<b>Hallway</b>	<b>Playground</b>	<b>Cafeteria</b>	<b>Assemblies</b>	<b>Car Line</b>	<b>Bus</b>
<b>Respectful</b>	Listen for directions  Raise your hand	Flush the toilet  Give privacy	Listen for instructions  Voice level 0	Wait your turn  Play nicely with others	Voice level 0  use your manners	Listen to the speaker  Voice level 0	Listen for instructions	Listen to bus driver  Share your seat
<b>Organized</b>	Bring materials and homework	Wait your turn	Listen for instructions  Follow instructions	Get water and use restroom before bell rings	Get milk and eating utensils	Walk where instructed  “Criss Cross Applesauce”  Stay seated	Walk to appropriate level	Stay seated at all times
<b>Attentive</b>	Participate in class activity and discussion	Report and issues  Watch for your turn	Walk on the correct side of the hallway (blue line)	Listen for bell	Sit with your class	Participate in speaker lead activities  Watch for where to sit and when to exit	Listen for instructions  Look for your car	Watch for your stop
<b>Responsible</b>	Be on time	Be quiet  Throw away trash  Remember “1, 2”	Stay in line	Put equipment away after use (balls, jump rope, etc.)	Clean up around your area  throw tray away	Sit with class in assigned area	Stay away from traffic	Walk to the correct bus line  Wait in the correct bus line

## Coleman Intermediate


	<b>Arrival</b>	<b>Hallways</b>	<b>Classroom</b>	<b>Lunch</b>	<b>Bathroom</b>	<b>Assemblies</b>	<b>Indoor/ outdoor Recess</b>	<b>Entering the Office/ Building</b>	<b>Dismissal/Bus/ Pick Up Line</b>
<b>Respectful</b>	Use inside voices.  Greet everyone.  Use positive words and actions.	Follow all instructions.  Keep hands, feet, and objects to yourself.	Follow all instructions.  Speak when it is your turn.  Use positive words and actions.	Follow all directions.  Use your manners. Use inside voices.	Honor privacy.  Flush the toilets and throw paper towels in the trash can.	Enter the gym quietly and in line.  Sit in assigned area and focus on the performance.	Follow all procedures in a given location.  Wait your turn. Use positive words and actions.	Wait quietly until acknowledged.  Use positive words and actions.	Follow all instructions and line up quietly.  Use positive words and actions.  Keep hands, feet, and other objects to yourself.
<b>Organized</b>	Walk into the building.  Keep hands, feet, and other objects to yourself.	Walk on the right side of the hall.	Bring all materials and homework to each class.	Get milk, napkins, and eating utensils.	Wait your turn.	Stay with your class.	Use the restroom and get water before the bell rings.  Line up promptly.	Enter and exit quickly. Have your information ready.	Have all materials ready to take home.  Remain in class until your bell rings and walk to the buses/ pick up line quietly.
<b>Attentive</b>	Sit in the assigned location.  Follow all instructions.	Listen to all instructions.	Participate in all class activities.  Sit in assigned seats.	Sit with you class. Keep voices low while being dismissed. Only eat your food.	Wash your hands with soap.	Participate during speaker led activities.	Share equipment.  Respond to the whistle and bell immediately.	Wait on instructions. Wait your turn.	Listen and watch for you vehicle quietly.
<b>Responsible</b>	Keep up with your own items.  Arrive in an orderly and calm manner.	Go directly to the location.  Face forward and stay together in line.	Be on time.  Complete and turn in all assignments.	Clean up your area. Stay seated until your table is dismissed. Place your tray in the trash can.	Enter and exit quickly.  Return to class promptly.  Report any issues to a teacher.	Listen and follow all directions.  Take all handouts that are given with you.	Use equipment properly.  Report conflicts.	Keep your hands, feet, and other objectives to yourself.  Only address the adults in the room.	Walk to the correct bus or vehicle.  Wait for permission to walk in the crosswalk.

## Watson Chapel Jr. High School

	Classroom	All Settings	Cafeteria	Bathroom	Hallways	Gym/Lunch	Computer	Busses
--	-----------	--------------	-----------	----------	----------	-----------	----------	--------

		<b>i.e. assemblies, pep rally, etc.</b>				<b>Areas</b>	<b>Lab</b>	
<b>Respectful</b>	Active listening  Actively participate  Complete all assignments  Remain in assigned location	Follow dress code  Use manners  Be nice and courteous  Show appreciation  Respect other opinions	Remain in designated areas  Clean your eating area  Dispose of food properly  Form a straight line, wait your turn	Do your business and return to class  Flush the toilet  Dispose of trash in appropriate receptacles  Wash hands  Report problems, vandalism, etc.	Make sure you have a valid hall pass  Get to your designation before the tardy bell sounds  Sharing lockers are prohibited  Pick up your trash  Congregating in the hallway is not permitted	Dispose of trash in appropriate receptacles  use equipment properly  Be on time for prepared activities  Keep your hands and feet to yourself	Follow computer lab rules  Use equipment properly  Access appropriate websites  Stay in assigned seats  Report any incidents	Stay seated while the bus is moving  Keep your body and belongings inside the bus  Commit to being safe  Stay in assigned seats  Report any incidents
<b>Organization</b>	Be seated before the bell rings  Complete school uniform  Bring all materials to class  Keep my work space neat and organized	Be on time  Leave things in their proper place	Keep all fines and fees paid  Sit in designated areas	Bring all necessary supplies  Utilize the 5 minutes between class to handle bathroom matters	Keep all materials in hand or backpack  Have appropriate hall pass if asked  Ask permission form teacher to go to another class, office, etc.	Personal items should be kept in view of all times  Bring your gym clothes with you daily	Bring all required materials with you  If you borrow, return it to the rightful person	Keep all your materials in your personal space  Be aware of your surroundings at all times  Know your bus number and your bus stop
<b>Attentive</b>	Be a good listener  Use appropriate voice level  Be aware of your surroundings	Be good listener  Use appropriate voice level  Be aware of your surroundings	Wait in line for your turn	Report problems, vandalism, etc.	Obey the bells  Pay attention to your surroundings  Keep moving during transition time	Remain in designated areas  Personal items should be kept in view of all times	Follow computer lab rules  Use equipment properly	Listen to the bus driver  Use appropriate language
<b>Responsibility</b>	Keep area clean  Follow instructions the first time  Be safe	Keep area clean  Follow instructions the first time  Be safe	Follow instructions  Listen to adults  Exhibit good table manners  Food from the cafeteria should remain in the cafeteria	Respect the privacy of others  Keep hallways clean	Keep hands and feet to yourself  Observe others personal space  Abstain from yelling or the use of obscene language	Follow adult directions  Use appropriate language  Obey all emergency procedures/drills	Follow directions  use your inside voice  Raise your hand to be recognized	Follow directions  At dismissal immediately board your bus  Listen to the bus driver  Use appropriate language  Use your inside voice

## Watson Chapel High School

<b>WCHS</b>	<b>WILDCATS ROAR</b>							
	Classroom	All Settings i.e. assemblies, pep rally, etc.	Cafeteria	Bathrooms	Hallways	Lunch Areas/Pavilion	Parking Lot	Buses
<b>R Respectful</b>	I will... *respect others' space, property and opinion.  *raise my hand to be recognized.  *use appropriate language and tone.	I will... *follow dress code.  *show appreciation.  *respect others' space and opinion.	I will... *remain in designated area.  *clean up my eating area.  *form a straight line and wait my turn.	I will... *flush the toilet after use.  *wash hands.  *respect the privacy of others.  *respect the surroundings.	I will... *keep moving between classes.  *abstain from yelling or use of obscene language.	I will... *keep my hands and feet to myself.  *use appropriate language.	I will... *park in assigned spot.  *follow parking lot arrows.	I will... *listen to the bus driver and follow all directions.  *use appropriate language and voice.
<b>O Organized</b>	I will... *be seated before the bell rings.  *keep my work space neat and organized.	I will... *be on time.  *leave things in their proper place.	I will... *keep all fines and fees paid.  *sit in designated area.	I will... *bring all necessary supplies.  *dispose of trash in appropriate receptacles.	I will... *keep all supplies in hand or backpack.  *have appropriate hall pass.	I will... *keep my personal items in view at all times.	I will... *get all materials from vehicle prior to first period bell.  *keep my parking decal visible.	I will... *keep all of my materials in my personal space.  *be aware of my surroundings at all times.
<b>A Attentive</b>	I will... *be a good listener and pay attention.  *bring all needed materials to class.	I will... *be a good listener.  *use appropriate voice level.  *be aware of my surroundings.	I will... *wait in line for my turn.  *listen for instructions.	I will... *use the restroom and return to class quickly.	I will... *obey the bells.  *pay attention to my surroundings.	I will... *remain in designated areas.	I will... *be aware of surroundings and others driving or walking in parking lot.  *report any suspicious activity.	I will... *stay seated in assigned seat while the bus is moving.  *know my bus number and my bus stop.
<b>R Responsible</b>	I will... *follow instructions the first time.  *always ask permission.  *follow dress code.	I will... *keep area clean.  *follow instructions the first time.  *obey all emergency procedures and drills.	I will... *follow instructions the first time.  *exhibit good table manners.  *keep cafeteria food in the cafeteria.	I will... *report problems, vandalism, etc.  *utilize the 5 minutes between classes to handle bathroom matters.	I will... *have a valid hall pass.  *keep my hands and feet to myself.  *observe others' personal space.  *use only my locker.	I will... *follow instructions the first time.  *dispose of trash in appropriate receptacles.	I will... *follow school parking lot speed limit (5mph).  *avoid loitering around vehicles at all times.  *keep the area clean.	I will... *immediately board my bus at dismissal.  *report any incidents.  *be a positive role model to the younger kids on the bus.

## OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection. Parent must personally return this to the secretary.)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Watson Chapel School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to Potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of parent (or student, if 18 or older)

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

# STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Watson Chapel School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
  - a. using the Internet for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations; making unauthorized copies of computer software;
  - d. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - e. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - f. posting anonymous messages on the system;
  - g. using encryption software;
  - h. wasteful use of limited resources provided by the school including paper;
  - i. causing congestion of the network through lengthy downloads of files;
  - j. vandalizing data of another user;
  - k. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - l. gaining or attempting to gain unauthorized access to resources or files;
  - m. Page 134
  - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;



- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

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

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE**

I hereby grant permission to the Watson Chapel School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Watson Chapel School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of student (only necessary if student is over 18)

\_\_\_\_\_  
Signature of parent (required if student is under 18)

\_\_\_\_\_  
Date

**WATSON CHAPEL SCHOOL DISTRICT  
PARENT-STUDENT  
STATEMENT OF RESPONSIBILITY**

---

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

\_\_\_\_\_  
Grade

The Watson Chapel School District has made available the Parent/Student Handbook and Code of Conduct online for your viewing and downloading. The Handbook and Code of Conduct is available on our website at <http://wc-web.k12.ar.us>.

*I acknowledge that I have been informed that the Watson Chapel School District Handbook and Code of Conduct are located online and available to me for viewing and downloading. If you need assistance with this, please contact the campus office.*

**We have received the WCSD Parent/Student Handbook Including Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school, on the bus, at the bus stop, or in attendance at school-sponsored activities.**

Your signatures below certify that you and your student received information in regard to accessing the *Student Handbook and/ or Code of Conduct* which includes the district discipline policies, homework policy, attendance policies, Smart Core curriculum policy, and Parental Involvement Plan.

If students 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 FILL OUT THE COMPANY FORM TO BUY THE INSURANCE.** Forms are available in the front office.

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. The photographs may be used in the classroom, on our digital signs, our class and school web page and/or featured with articles about or school in local media.

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

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

My child \_\_\_ does \_\_\_ does not have permission to have a school email account if necessary for classroom instruction.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date