

# WOODLAWN HIGH SCHOOL

## 2025-2026 Student Handbook



"SMALL SCHOOL, BIG TRADITION, BEAR PRIDE"

**\*\* Approved by the Woodlawn Board of Education on July 14th, 2025. \*\***

## **Woodlawn Board of Education 2025-2026**

Shane Dixon – President  
Larry Reynolds – Vice President  
Aaron Tooke – Secretary  
David Stover – Member  
Rodger Stewart – Member

## **Woodlawn High School Administration**

Dr. Kevin Hancock – Superintendent  
TJ Hill – Principal  
Ethan Bumpass – Assistant Principal  
Karen Talent – Counselor  
Tommy Richardson – Athletic Director

## **2025/2026 Handbook Committee**

TJ Hill – High School Principal  
Ethan Bumpass – Assistant Principal  
Karen Talent – High School Counselor  
Heather Reynolds – Teacher  
Vicky Inich – Teacher  
Rebecca Richardson – Parent Engagement  
Cathi Swan – Parent  
Brooke Mercer - Parent

## **DISCLAIMER FOR 18 YEAR OLDS OR OLDER**

Any student age 18 or older living at home is not considered a legal adult by school standards. They and their parents are subject to all rules and regulations set forth in this handbook. Also, Arkansas law requires that any student turning 18 mid school year must continue to attend school and complete the year.

## **FREE & APPROPRIATE PUBLIC EDUCATION**

The schools of the 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, persons having lawful control of the student, or person standing in loco parentis reside within the 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 parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis 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 District's schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance.; however, a student previously enrolled in the district whose parents move the student into another district or 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.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her the employee's child or ward reside outside the district. (Ref. District Policy 4.1)

## **DISCLAIMER – MOST RECENTLY ADOPTED VERSION**

It shall be the policy of the Woodlawn School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. (Ref. District Policy 4.42)



# WOODLAWN HIGH SCHOOL



## Woodlawn School District Calendar 2025-2026

Students Begin August 11th, 2025 and Finish May 22nd, 2026



**LEGEND:**

- Student/Staff Holiday
- Staff PD/Student Holiday
- Start/End of Quarter
- Parent/Teacher Conference
- WHS Graduation
- Progress Report Released
- Report Cards Released

Aug. 4-7 Staff Development (No students)  
 Aug 7 WSD Open House  
 Aug. 11 First Day of School  
**\*\*Licensed Staff Members should obtain 5 PD days (30 hours) between June 1, 2025 through August 4, 2025**

Sept. 1 Labor Day Break (No school)  
 Sept. 10 Progress Report Released

Oct.10 End of 1st Quarter (44 days)  
 Oct.13 Columbus Day(No school)  
 Oct. 16 Parent/Teacher Conference Report Cards Released

Nov. 10 Fall Holiday (No school)  
 Nov. 14 Progress Reports Released  
 Nov. 24 - 28 Thanksgiving Break

Dec. 19 End of 2nd Quarter (43 Days)  
 Dec. 22 - 31 Christmas Break

**Hours of Daily Instruction:  
 Start Time 7:55 am  
 End Time 3:25 pm**

178 Student Days x 6.41 Instructional Hours = 1,142.2 Hours  
 1,142.2 Hours - 1,068 Required Hours = 74.2 Banked Hours  
**5 Days (30 Hours)** - Built in for inclement weather/emergency closure

**4 Hours** - 2 hr. Early Release (Dec. 19 & May 22nd)  
**40.2 Hours** - Additional Banked Time For Emergency Use

July 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jan. 1 - 2 Christmas Break  
 Jan. 5 Students & Staff Return  
 Jan. 7 Report Cards Released  
 Jan. 19 MLK Jr. Day (No school)

Feb. 4 Progress Reports  
 Feb. 16 President's Day (No school)

March 13 End of 3rd Quarter (48 days)  
 March 19 Parent/Teacher Conference Report Card Released  
 March 20 Staff Development  
 March 23 - 27 Spring Break

April 3 Good Friday (No School)  
 April 29 Progress Report Released

May 19 WHS Graduation  
 May 22 Last Day of School (43 days)  
 May 25 Memorial Day Break  
 May 26-29 Inclement Weather Days  
 May 29 Report Cards Released

June 1 Inclement Weather Day

*\*178 Student Instructional Days  
 \*2 Parent/Teacher Conferences  
 \*5 District Provided PD Days  
 \*5 PD/Contract Days Required (Summer)  
 \*190 Teacher Contracted Days*

*1st Quarter: Aug 11 - Oct 10 (44 days)  
 2nd Quarter: Oct 14 - Dec 19 (43 days)  
 3rd Quarter: Jan 5 - Mar 13 (48 days)  
 4th Quarter: Mar 16 - May 22 (43 days)*

### ALTERNATE CALENDAR

Approved by the Woodlawn School Board February 10, 2025



## **Woodlawn School District**

---

### **Mission Statement**

“Woodlawn School District is committed to creating a safe and engaging learning community that ensures success for all.”

### **Vision Statement**

“Success for All”

### **Alma Mater**

Woodlawn High we sing to thee  
All Praise, All Praise  
Our Fondest Memories  
To Thee We Raise  
'Ere Strong and Ever True  
We Will Remain  
To Thee Our Alma Mater  
We All Sing

### **SCHOOL COLORS**

Black and white are the official school colors of Woodlawn High School. These colors are used on all letters and awards given by the school and on uniforms worn by academic and athletic teams and cheerleaders.

### **SCHOOL MASCOT**

The “BEAR” is the mascot for Woodlawn High School. This name is applied to all academic and athletic teams and cheerleaders.



## Contents

1. GENERAL INFORMATION	9
1.1 SCHOOL DAY	9
1.1.a HIGH SCHOOL BELL SCHEDULE	9
1.2 CONTACT INFORMATION	9
1.3 CAFETERIA	9
1.3.a MEAL PRICES	9
1.3.b SPECIAL DIETARY NEEDS	9
1.3.c MEAL CHARGE POLICY	9
1.3.d FOOD SHARING & REMOVAL FROM FOOD SERVICE AREA	10
1.4 LOCKERS	10
1.5 INCLEMENT WEATHER	10
1.6 GRIEVANCE POLICY/CONFLICT RESOLUTION CONCERNING STAFF	10
1.7 LOSS/DAMAGE TO BOOKS/SCHOOL ISSUED ITEMS	11
1.8 FINES/CHARGES	11
1.9 EMERGENCY PLANS/DRILLS	11
1.10 EQUAL OPPORTUNITY	12
1.11 PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION	13
1.12 PARENTAL INVOLVEMENT	15
1.13 SCHOOL SERVICES/PROGRAMS	17
1.14 NATIONAL ANTHEM	17
1.15 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE	17
1.16 DAILY BULLETIN	18
1.17 DROP OFF PROCEDURE	19
1.18 PICK UP PROCEDURE	19
2. ADMISSIONS	20
2.1 ATTENDANCE & ENTRANCE REQUIREMENTS	20
2.2 HOMELESS STUDENTS	24
2.3 STUDENTS WHO FOSTER CHILDREN	26
2.4 STUDENT TRANSFERS	28
2.5 SCHOOL CHOICE	28
2.6 HOMESCHOOLING	32
2.6a EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS	34



# WOODLAWN HIGH SCHOOL

3. ATTENDANCE	36
3.1 COMPULSORY ATTENDANCE	36
3.2 ATTENDANCE	36
3.3 TARDIES	38
3.4 MAKE UP WORK	38
3.5 CHECK IN/OUT PROCEDURE	39
3.6 CLOSED CAMPUS	39
4. ACADEMICS	40
4.1 GRADING	40
4.2 Semester Exam Exemption Policy	40
4.3 STUDENT PROMOTION & RETENTION	40
4.4 ADVANCED PLACEMENT PROGRAM OVERVIEW	44
4.5 HONOR GRADUATE REQUIREMENTS	45
4.6 EARLY GRADUATION	46
4.7 FINANCIAL AID	47
4.8 SMART CORE CURRICULUM & GRADUATION REQUIREMENTS FOR THE CLASS OF 2025	47
4.8.a SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2026	50
4.9 DIGITAL LEARNING COURSES	56
4.10 ALTERNATIVE LEARNING ENVIRONMENTS	57
4.11 RESPONSE TO INTERVENTION (RTI)	58
4.12 COLLEGE ENTRANCE REQUIREMENTS	59
5. CAMPUS POLICIES	59
5.1 FOOD AND DRINK/DELIVERIES	59
5.2 HALL PASS/NURSE PASS	60
5.3 SOLICITATION OF FUNDS	60
5.4 FUNDRAISING ACTIVITIES	60
5.5 CELL PHONES/ELECTRONIC DEVICES	60
5.5.a INTERNET SAFETY AND ELECTRONIC DEVICE POLICY	61
5.5.b CHROMEBOOK POLICY	63
5.6 DRESS CODE	64
5.7 STUDENT DISCIPLINE	65
5.8 PROHIBITED CONDUCT	66
5.9 BULLYING	70



## WOODLAWN HIGH SCHOOL

5.10 DISRUPTION OF SCHOOL	73
5.11 STUDENT SEXUAL HARASSMENT	73
5.12 DRUGS AND ALCOHOL	79
5.13 GANGS AND GANG ACTIVITY	80
5.14 LASER POINTERS	80
5.15 SEARCH, SEIZURE, AND INTERROGATIONS	80
5.16 CORPORAL PUNISHMENT	81
5.17 DETENTION	82
5.18 IN-SCHOOL SUSPENSION	83
5.19 SUSPENSION FROM SCHOOL	83
5.20 EXPULSION	84
5.21 LIBRARY RULES	86
5.22 STUDENT DRIVING POLICY	86
5.23 SCHOOL BUS RULES	87
5.24 VISITORS TO THE SCHOOL	88
5.25 CONTACT WITH STUDENTS WHILE AT SCHOOL: CONTACT BY PARENTS	88
5.26 STUDENT MEDICATIONS	89
5.27 IMMUNIZATION REQUIREMENTS	93
5.28 STUDENT ILLNESS/ACCIDENT	94
5.29 PHYSICAL EXAMINATIONS OR SCREENINGS	95
5.30 COMMUNICABLE DISEASES AND PARASITES	95
6. EXTRA-CURRICULAR ACTIVITIES	96
6.1 EXTRA-CURRICULAR ACTIVITIES SECONDARY SCHOOLS	96
6.2 STUDENT ORGANIZATIONS/EQUAL ACCESS	98
6.3 FIELD TRIP POLICY	99
6.4 PROM ATTENDANCE	99
6.5 ACTIVITY STUDENT DRUG TESTING POLICY 2024-2025 SCHOOL YEAR	99



# 1. GENERAL INFORMATION

## 1.1 SCHOOL DAY

School opens each morning with the sounding of the first period bell at 7:50 am. The tardy bell will ring at 7:55 am, which will also be the bell for the first period to begin. Students will arrive on campus no earlier than 7:30 am. The last bell will ring at 3:25.

### 1.1.a HIGH SCHOOL BELL SCHEDULE

<u>JR HIGH</u>		<u>SR HIGH</u>	
1st	7:55-8:45	1st	7:55-8:45
2nd	8:50-9:40*	2nd	8:50-9:40*
3rd	9:45-10:35	3rd	9:45-10:35
4th	10:40-11:30	4th	10:40-11:30
5th	11:35-12:20	5th	11:35-12:20
Lunch	12:20-12:50	6th	12:25-1:15
6th	12:55-1:45	Lunch	1:15-1:45
7th	1:50-2:35	7th	1:50-2:35
8th	2:40-3:25	8th	2:40-3:25

\*Breakfast in classroom

## 1.2 CONTACT INFORMATION

### 1.2.a HIGH SCHOOL PHONE

(870) 357 – 8171

### 1.2.b HIGH SCHOOL FAX

(870) 357 – 8022

### 1.2.c SOCIAL MEDIA & OTHER

- Facebook (Woodlawn High School)

## 1.3 CAFETERIA

Each student is responsible for the table and immediate area he/she uses during the lunch period. Students are to enter and exit the cafeteria in a proper fashion exhibiting proper manners in and around the cafeteria. Students are to walk (no running) from the classroom to the cafeteria lines. Horseplay, line cutting, or scuffling will not be permitted in the cafeteria lines or in the cafeteria area. Students are not to block or crowd around the entrance or exits of the cafeteria. Students will be

allowed to take their food out of the cafeteria and eat in the courtyard area. When students are finished eating, they are responsible for throwing away all of their trash.

Students going to the cafeteria for breakfast should get their food and immediately go to their 2nd period class.

No catering of food or drinks to the campus is allowed, unless it is a school sponsored activity. All off campus food service must be approved by an administrator.

## 1.3.a MEAL PRICES

\*\*Reference District Policy 7.17/4.51

## 1.3.b SPECIAL DIETARY NEEDS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such dietary accommodations must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

## 1.3.c MEAL CHARGE POLICY

The District participates in Community Eligibility Provision (CEP) and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods:



## WOODLAWN HIGH SCHOOL

- Submitting cash or check payment to building office;
- Depositing funds through the District's online service;
- Any student having an unpaid balance prior to entering the CEP program is required to pay the unpaid balance of that student's account.

### Free Breakfast

In accordance with A.C.A. § 6-18-722, a student shall be provided one (1) breakfast at no cost during each school day upon the student's request regardless of whether the student qualifies for a federally funded free or reduced-price meal.

### Unpaid Meal Access

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents:

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with District Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

\*\*Reference District Policy 4.51

### 1.3.d FOOD SHARING & REMOVAL FROM FOOD SERVICE AREA

#### Food Sharing Table

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line.

Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and
- Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

\*\*Reference District Policy 4.58

### 1.4 LOCKERS

When issued a locker, the student must use his/her assigned locker only. Students may purchase locks for their assigned lockers. The school may also provide a lock upon request. Do not put stickers or any other paste-on items on your locker. Students may not tamper with locks/lockers or in any way alter the normal function of the lock/lockers. Failure to follow these expectations can result in a fine for defacing or destroying school property. No open containers (canned drinks, drink mugs, etc.) are permitted in lockers. The lockers will be inspected periodically throughout the school year. Students may not open any locker other than their own whether vacant or occupied. Students are advised not to give



out their locker combinations to others. The school will not be held liable for any items lost or stolen from lockers.

### **1.5 INCLEMENT WEATHER**

In the event of inclement weather and a school closing, the district will notify parents and students via local News Stations, the school's web page, social media, and text via the Thrillshare app.

### **1.6 GRIEVANCE POLICY/CONFLICT RESOLUTION CONCERNING STAFF**

Woodlawn School District and its schools strive to maintain effective processes in resolving parental concerns. The opinions and ideas of all stakeholders will be considered for the student's best interest. Parents are encouraged to be a full partner in the decisions that affect his or her children and family. It is essential for the school and parents to work together to resolve parental concerns, define problems, determine whom to approach and how solutions will be developed. Should you have a problem with a situation at our school that you feel has not been resolved by the school's personnel, follow the process outlined below. Please remember it is very important you include your child's teacher in this process.

1. Always start with the teacher or employee with whom you have a concern. Every teacher has a scheduled conference period. Appointments may be set up through the office. All parent-teacher conferences must be set up 24 hours in advance. (Ref. WSD Policy 3.30)
2. If the problem or conflict is not resolved, the next step is to contact the building principal.
3. If the issue cannot be solved at the school, the building principal will refer you to the District Office where your concern will be addressed.

### **1.7 LOSS/DAMAGE TO BOOKS/SCHOOL ISSUED ITEMS**

Students are responsible for the condition of the school issued items while the items are issued to them. Any damage or loss will be assessed ranging from partial to full price of the book(s)/item(s) according to the damage/loss as deemed necessary by appropriate school personnel. The student(s) must clear any damages or losses assessed to them. In

addition to textbooks, other school owned items may be issued to the student(s) for use during the school year. These items must be returned as designated by the appropriate school personnel.

### **1.8 FINES/CHARGES**

Until all charges are cleared through the office, the student will be denied participation in and/or attendance to extracurricular activities or other privileges. (i.e., prom, field trips, school dances, graduation ceremony, etc...) This includes class dues owed by the end of the students Junior year and cafeteria dues.

### **1.9 EMERGENCY PLANS/DRILLS**

#### **1.9a CRISIS INTERVENTION PLAN (ALSO REFER TO CRISIS PLAN)**

- A. Use an intercom or voice command to manage the immediate situation
- B. Notify the building administration office
- C. Building administrator call:
  - a. Police
  - b. Superintendent's Office
- D. Call the student's family if needed
- E. Designate a nurse or other appropriate staff to ride in an ambulance, if needed.
- F. Communicate with faculty and students, if needed.
- G. Prepare a statement for the media, if needed.
- H. Notify the School Board President
- I. Superintendent conducts an administrative evaluation meeting.

#### **1.9b SEVERE WEATHER AND/OR EARTHQUAKE**

##### WATCH:

Principal or teachers are to see that all communication systems are manned separately. All key personnel are to make themselves available. Restrict all movement of students. The changing of classes will be done only under orders. IGNORE BELL!



## WOODLAWN HIGH SCHOOL

Teachers will review safety measures in the room. Telephones, radios, and intercom are off limits except to authorized personnel.

### WARNING:

Students should be positioned in the nearest safe shelter or in the safest possible place with student desks moved to the inner walls and avoid the outer walls. Keep students from beneath and away from overhead objects as much as possible. Have students remove eye glasses or any other item that may cause physical damage to the students including all foreign objects such as gum, paper, etc. from their mouths. If sheltered outside of a safe room, students should crouch on their hands and knees, face down, with fingers interlocked covering their head. In the event an earthquake or a storm comes without warning, teachers should have the students seek shelter in a safe room or under desks immediately. In the event of a storm, keep students in a secure location until informed that the alert has been lifted. In the event of an earthquake, after the initial tremor has ended, escort students not in a safe room to the nearest safe room or out of the buildings to a safe location.

### **1.9c GENERAL EMERGENCY INFORMATION**

After any severe weather or earthquake, buildings and grounds are to be checked for downed wires and other unsafe conditions before students are released. In case of power outages or loss of communications, the person in charge of any given area should proceed as outlined in the WSD Crisis Management Plan. Prudent judgement should be exercised in protecting the students. In case of an actual tornado or earthquake, teachers are to check the roll as soon as possible, verify physical condition, account for all students assigned to them, and immediately notify office personnel of injured or missing student(s).

### **1.9d TORNADO DRILLS**

At the beginning of each school year and periodically during the year instructions will be given for tornado preparedness drills. The signal for a tornado will be a ringing over the intercom. Should the intercom be inoperative, signals will be shouted loudly and clearly

in the halls of each building. When the signal is sounded, students will move to the designated areas and act accordingly with previous instructions for tornado drills. As tornados are becoming a year-round threat, students should give close attention to all instructions on the subject and adhere strictly to these instructions during a drill or actual alert. (Reference WSD Policy 4.37)

### **1.9f FIRE DRILLS**

In case of a fire, teachers should immediately evacuate the building to the predesignated area and notify the office by intercom or runner. Office personnel will notify the fire department and take proper precautions for the safety and well being of the students and school personnel.

After evacuation, teachers are to check roll as soon as possible and account for the students and their physical condition. In the event of an injured student or one missing, office personnel should be notified immediately.

In accordance with the school law of Arkansas, fire drills will be held regularly. Students will be instructed by their teachers as to the proper procedures during drills. All school personnel must observe fire drills.

The following general regulations should be definitely understood and rigidly enforced.

- A. Passage from all in rooms will be in a single file leaving the building to their designated open place. There must be no talking or breaking of lines or any other misconduct. Running will not be tolerated. Teachers should see that lights are turned off should close the door.
- B. Upon leaving the building, move a good distance from the building so that the group following will have sufficient room; also in case of a fire, no one will be in the way of fire-fighting equipment.

### **1.9f ACTIVE SHOOTER DRILLS**

An annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will not be included in the drills.



### 1.10 EQUAL OPPORTUNITY

No student in the Woodlawn School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to Krista Ashcraft, who may be reached at 870 357-2011.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during nonbusiness hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>, for the address and phone number of the office that serves your area, or call 1-800-421-3481.

\*\*Reference District Policy 4.11

### 1.11 PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

\*\*Reference District Policy 4.13

### 1.12 PARENTAL INVOLVEMENT

The Woodlawn High recognizes the importance of parents in the education of students and wishes to encourage the role of parents as teachers, supporters, advocates, and decision makers for their children. We will address the needs of parents as well as utilize parents as resources within the school setting. Our goal shall be to educate all students while incorporating basic values which will lead

students to become successful community citizens. Woodlawn High encourages parental involvement through the following methods:

#### Standard I: Communication

Woodlawn High encourages regular, two-way communication between the school and parents by seeking to improve existing means of communication and to create new, diverse methods of communication. Following are examples of that communication:

- Parent / Teacher Conferences (2)
- Meet the Teacher (Conference Time, Before or After School, 24 Hours Notice)
- Translator Available on site for Spanish speaking parents
- Electronic Communication (school website, emailing between parents and teachers)
- 7th Grade Orientation
- Outreach Liaisons (Counselor and Homeless Liaison)
- Open House
- Assemblies
- Services provided for families in need (Cleveland County Care Fund)
- Extra-Curricular Activities
- School Sign
- School wide community service projects
- Twitter
- Remind 101

#### Standard II: Parenting

Parenting skills are promoted and supported through the following activities:

- Handouts, books, videos on parenting
- Parent Tips (newsletter)
- Information in Spanish
- Counselor Interventions
- Orientations

#### Standard III: Student Learning

Parents play an integral role in assisting student learning through and have access to the following:

- Homework Tips
- Tips for Studying
- Refrigerator Curriculum Guidelines



## WOODLAWN HIGH SCHOOL

- Educational software and books available for parents
- Research finding on parent involvement with student success
- USA Test Prep
- Plato Software
- Tassel time

### Standard IV: Volunteering

Parents are welcome in the school and their support and assistance are sought through the following means:

- Parent Survey for interests, talents, preferences, etc.
- Volunteer Tags so educators are aware of parent volunteers
- Parents assist with reading to students, book fairs, fundraisers, etc.
- Volunteer Coordinator
- Sub-Teacher Training
- Fieldtrip assistance

### Standard V: Advocacy

Parents as partners in decisions that affect their children and families:

- Parents participate in developing parent involvement plan
- Parents participate in developing the Arkansas Comprehensive School Improvement Plan
- Parents are provided with strategies to improve their students' performance on standardized testing
- Communicate and educate especially on educational jargon such as IEP, 504 Plan, ACSIP, LEA

### Standard VI: Collaboration with the Community

Community organizations and parents are encouraged to partner with the school in the education of our children. Such organizations include:

- Cooperative Extension Services
- Farm Bureau
- Cleveland County CARE Fund
- Cleveland County Herald

- Cleveland/Dallas County Retired Teachers Association

## 1.12a PARENT VOLUNTEERS

For volunteer opportunities, contact your school principals at the phone numbers listed or the superintendent's office.

## 1.12b REPORTING TO PARENTS

1. WHS will have Parent-Teacher conferences twice a year. Parents are asked to make every effort to attend and visit with each teacher.
2. Report cards will be sent home by students (or mailed) after each nine-week period.
3. Progress reports will be sent by students and electronically at midterm each nine weeks.
4. E-School grade updates will be made available to the parents/guardians
5. Parents are invited to schedule a conference to confer with staff, teachers, coaches, counselor, or principal relative to the instruction of their children. The conference will be scheduled during the staff/teacher preparation time in order to limit class interruptions. Except for emergencies, **parents will be expected to arrange such conferences at least 24 hours in advance.**

## 1.13 SCHOOL SERVICES/PROGRAMS

### 1.13a GUIDANCE/COUNSELING SERVICE

The Guidance Services office is located in the high school building. These services are provided by a full-time guidance counselor with the cooperation of the principal and faculty as a part of the total school program.

The primary goal is to assist each student to achieve at his/her maximum level, to meet and solve problems and to plan for future educational and career opportunities. Guidance activities include, but are not limited to, the following:

1. Guidance interviews for planning courses of action for the present and future.



## WOODLAWN HIGH SCHOOL

2. Administering, interpreting, and keeping a record of standardized tests.
3. Providing educational and occupational information.

The counselor is available for conferences with students and parents regarding student's problems of adjustment and placement, choice of subjects, and college or vocational selection. Students and parents are encouraged to contact a counselor to set up a conference.

### 1.14 NATIONAL ANTHEM

Each school in the District shall broadcast The Star-Spangled Banner at:

- The commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the broadcast of The Star-Spangled Banner may be performed at only one (1) of the events; and
- At least one (1) time each week during school hours.

The broadcast of The Star-Spangled Banner shall be selected from any recording that adheres to the Division of Elementary and Secondary Education (DESE) Rules, or, when appropriate, performed from original sheet music that adheres to DESE rules by:

- A school-sanctioned band program;
- A school-sanctioned chorale program, vocal group, or vocalist; or
- The attendees of a school-sanctioned event led by a vocalist selected by the principal of the school hosting the school-sanctioned event.

Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

### 1.15 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance shall be recited:

1. During the second period of each school day;
2. At the commencement of each school-sanctioned after-school assembly; and
3. At the commencement of each school-sanctioned sporting event; however, if two (2) or more school-sanctioned sporting events occur on the same day at the same school, then the Pledge may be recited at only one (1) of the school-sanctioned sporting events.

Students choosing to participate in the recitation of the Pledge shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall either stand or sit quietly while the other students recite the Pledge.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge who do not disrupt those students who choose to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Following the recitation of the Pledge, there shall be an observance of one (1) minute of silence. During the one (1) minute of silence, each student may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Students who do not disrupt the one (1) minute of silence shall not be subject to any comments, retaliation, or disciplinary action.

### 1.16 DAILY BULLETIN

Upcoming events, lunch menus, and any important announcements will be sent daily to all staff to read to their students. Bulletin should be read at the beginning of the 2nd Class Period daily.

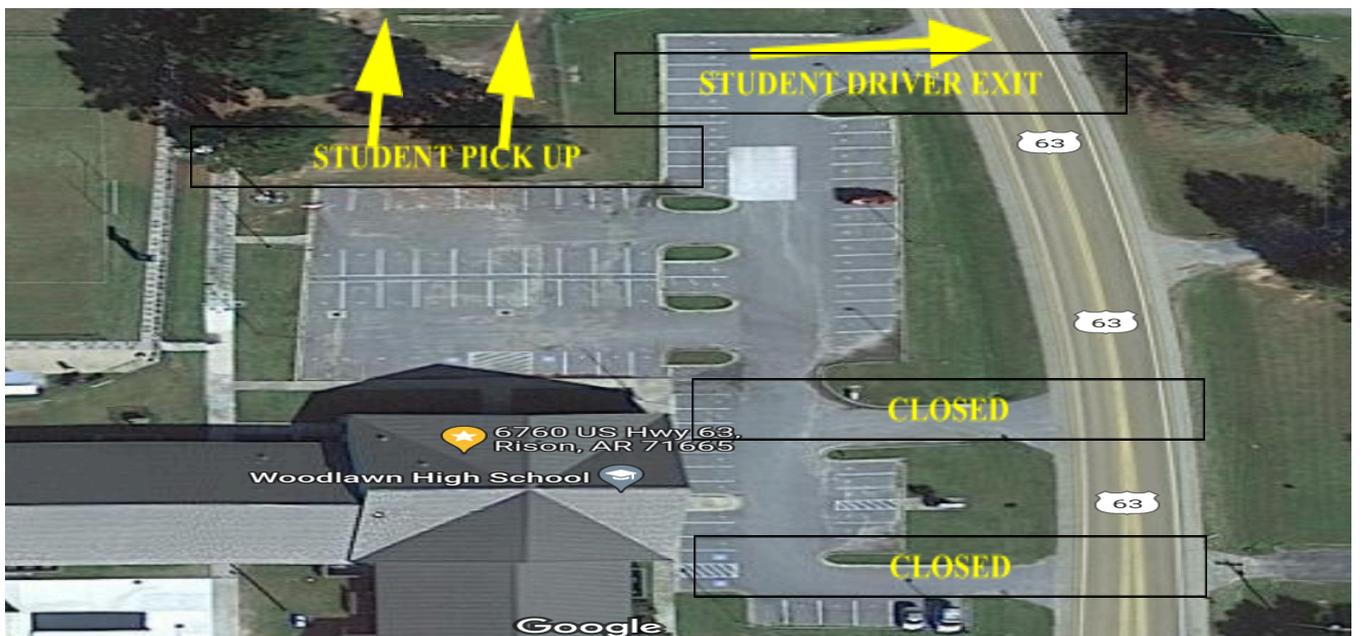
### 1.17 DROP OFF PROCEDURE

Parents of high school students will be allowed to drop their children off at the front of the high school building before the school day begins. Students that drive will follow the parking procedures listed in section



### 1.18 PICK UP PROCEDURE

Students will be picked up on the gravel parking lot beside the football field at the end of the school day. The front area of the high school will not be accessible for pick up until after the buses have left the school. **Front Loop is closed until the buses leave.**



## 2. ADMISSIONS

### 2.1 ATTENDANCE & ENTRANCE REQUIREMENTS

#### 2.1a RESIDENCE REQUIREMENTS

\*\*Reference District Policy 4.1

#### 2.1b ENTRANCE REQUIREMENTS

\*\*Reference District Policy 4.2

### 2.2 HOMELESS STUDENTS

The Woodlawn School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive Professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive

verification of such status for purposes of the Free Application for Federal Student Aid;

- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child:



## WOODLAWN HIGH SCHOOL

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
  - In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that no homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such

unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

A homeless student shall be immediately eligible to participate in interscholastic activities at the school in which the student is enrolled.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and are:

- 1) Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- 2) Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- 3) Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- 4) Are migratory children who are living in circumstances described in clauses (1) through (3).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in District Policy 4.13.

\*\*Reference District Policy 4.40



**2.3 STUDENTS WHO FOSTER CHILDREN**

\*\*Reference District Policy 4.52

**2.4 STUDENT TRANSFERS**

\*\*Reference District Policy 4.4

**2.5 SCHOOL CHOICE**

\*\*Reference District Policy 4.5

**2.6 HOMESCHOOLING**

\*\*Reference District Policy 4.6

**2.6a EXTRACURRICULAR ACTIVITY  
ELIGIBILITY FOR HOME SCHOOLED  
STUDENTS**

\*\*Reference District Policy 4.56.2

**3. ATTENDANCE**

**3.1 COMPULSORY ATTENDANCE**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll the child and ensure the attendance of the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school;
2. The child is being home-schooled and the conditions of policy (4.6—HOMESCHOOLING) have been met;
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten;
4. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office;
5. The child has received a high school diploma or its equivalent as determined by the State Board of Education;
6. 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

7. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

**3.2 ATTENDANCE**

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

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Students shall not be absent, as defined in this policy **more than 8 days in a semester**. Woodlawn High School counts all absences (excused or unexcused) towards the maximum number (8) of days allowed.

**A student is absent if the student is not:**

- 1. present for onsite instruction provided by the district,**
- 2. participating in a planned district-approved activity**

**Excused Absences**

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.



## WOODLAWN HIGH SCHOOL

2. Death or serious illness in their immediate family;
  3. Observance of recognized holidays observed by the student's faith;
  4. Attendance at an appointment with a government agency;
  5. Attendance at a medical appointment;
  6. Exceptional circumstances **with prior approval of the principal**;
  7. Participation in an FFA, FHA, or 4-H sanctioned activity;
  8. Participation in the election poll workers program for high school students
  9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
  10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
  11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.
  12. Absences due to conditions related to pregnancy or parenting, including without limitation:
    - Labor, delivery, and recovery;
    - Prenatal and postnatal medical appointments and other medically necessary, pregnancy-related absences;
    - The illness or medical appointment of a child belonging to a parent who is enrolled at a District school;
    - A legal appointment related to pregnancy or parenting, including without limitation:
      - Adoption;
      - Custody; and
      - Visitation;
  13. A reasonable amount of time to accommodate a lactating student's need to express breast milk or to breastfeed the student's child on the District's campus; and
    - At least ten (10) school days of absences for both a parenting mother and a parenting father after the birth of a child.
      - Absences for a student who is the child of a fallen service member or fallen first responder
    - Due to a mental health concern
    - To attend an event from a sponsoring organization that provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency
  14. Upon the written consent of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student, the District shall grant an excused absence for the following purposes:
    - Social or public policy advocacy
    - Attempts to influence legislation or governmental policy-making at the local, state, or federal level
- Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
- Up to one (1) time during each scheduled election, a student shall not be considered absent from school for the time the student accompanies the student's parent when the parent is exercising the parent's right to vote in a scheduled election.
- In order for the absence to be considered excused, the student must:
- Bring a written statement to the principal or designee upon the student's return to school from the student's parent, legal guardian, or treating



## WOODLAWN HIGH SCHOOL

physician stating the reason for the student's absence; **Up to five total absences for personal reasons and/or family illness per semester will be excused with a parental note. A doctor's note will be required for additional absences due to personal illness. Additional absences for personal reasons will not be accepted.**

- Provide documentation as proof of a student's participation in an activity or program scheduled and approved by the 4-H program that is provided by a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program.
- If the student is attending the District's course digitally, upload a written statement from the student's parent, or legal guardian, or treating physician stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee:
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to the student provides written documentation that the student's absence is to attend an event from a sponsoring organization that:
  - Provides support to families of fallen service members or first responders or provides support for traumatic loss, grief, or resiliency; and
  - May be verified as an organization that provides support to the military and first responder community by reviewing the Resources Page for Military Family Engagement on the Department of Education website.

**A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.**

A student shall not be eligible to receive an excused absence for #13 above if:

- The student is not in good academic standing;

- The student does not have a prior record of good attendance; or
- The absence occurs during a date on which standardized testing is administered.

The District shall annually provide a report by June 30 to the Division of Elementary and Secondary Education that contains the following:

- The number of absences requested under number 14;
- The number of absences granted under number 14; and
- The stated purposes of the absence.

### **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, the student's treating physician, or a 4-H county extension agent, 4-H educator, or other appropriate entity associated with the 4-H activity or program or have an accompanying note that is not presented or uploaded within the timeline required by this policy, shall be considered as unexcused absences.

Students with (8) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (4) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.



## WOODLAWN HIGH SCHOOL

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

### 3.3 TARDIES

A student shall be prompt in arriving at school and in class. Tardiness means loss of instruction time for the student and disruption of the learning process.

1. Students who are not in the appropriate classroom when the tardy bell rings will be marked tardy.
2. Students detained by a staff member should have a note of verification from the staff member.
3. Penalties for unexcused tardies will be:

**1st tardy - verbal warning.**

**2nd tardy - One (1) day of detention.**

**3rd tardy - Two (2) days of detention and parent contact.**

**4th tardy – Student no longer qualifies for exemption from semester test for this class.**

**5<sup>th</sup> tardy – Administrator's discretion.**

**Students who are habitually tardy may lose driving privileges.**

**This policy will not apply to students who check in late due to dental, medical appointments, or various reasons deemed excusable by the administration.**

### 3.4 MAKE UP WORK

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

**1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.**

2. Teachers are responsible for providing the missed assignments when asked by a returning student.

3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

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

5. Students shall have one class day to make up their work for each class day they are absent

6. Make up work which is not turned in within the make-up schedule for that assignment shall receive a zero

**7. Students are responsible for turning in their make-up work without the teacher having to ask for it**

8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school.

9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy  
4.7—ABSENCES.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with



the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

In addition to the make-up work process above, at the conclusion of a pregnancy-related or parenting-related period of absence, a student may choose from various options to make up missed work, including without limitation:

- A. Retaking a semester at the District school where the student is enrolled;
- B. Participating in an online course credit recovery program;
- C. Being granted six (6) weeks to continue at the same pace and finish the semester at a later date, provided that the student may:
  - Complete the student's coursework within the current school year; or
  - Attend previously scheduled summer school classes made available by the District Where the student is enrolled; and
  - Receiving home-based instruction services.

### 3.5 CHECK IN/OUT PROCEDURE

If it is necessary for a student to arrive later than the beginning of the day the student is to immediately report to the office and sign in. Repeated failure to sign in can result in the loss of driving privileges or loss of exemption privileges. In order for a student to check out during the school day, the parent/guardian must contact the office. Text messages will NOT be accepted. Parents/guardians are encouraged not to check students out early except for emergencies. Students checking out while on school business must be checked out, in person, by the parent or guardian. The principal, (or his/her designee) shall have authority to use discretion in unusual situations and emergencies.

Any student absent from a class for ten (10) minutes or more (beginning, during, end) will be considered absent from that class. The ten (10) minutes or more may be the result of a check in/out. These absences

will be counted toward attendance. Exceptions include any verifiable absence due to being in the office of the principal, counselor, and/or nurse, and/or school business.

### 3.6 CLOSED CAMPUS

All schools in the district shall operate **CLOSED CAMPUSES**. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon early departure.

## 4. ACADEMICS

### 4.1 GRADING

The grading scale is as follows: (Act 576 of 1993)

- 90-100 A /Outstanding
- 80-89 B /Above Average
- 70-79 C /Average
- 60-69 D /Below Average
- Below 60 F /Failing

The purposes for grading are:

1. To give information for student guidance and counseling.
2. To show the achievement of students in relation to others.
3. To assist in grouping, retention, transfer, and grade placement.
4. To inform parents of the progress of their children.
5. To help administrators evaluate the effectiveness of the school's program. The A, B, C, D, F marking system will be employed. Grades assigned to students for performance in a course shall reflect the extent to which a student has achieved the objective of the course. All assignments given by the teachers are subject to being graded for credit.

Grade point system used by Woodlawn School:

1. A-4, B-3, C-2, D-1, F-0
2. Weighted Grading Scale  
A-5, B-4, C-3, D-2, F-0.

### 4.1a ACCELERATED LEARNING

"Accelerated learning" means an organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher levels of skill development, including without limitation the following coursework:



## WOODLAWN HIGH SCHOOL

1. A College Board Pre-Advanced Placement and Advanced Placement (AP) course;
2. An International Baccalaureate (IB) Diploma Programme course;
3. A Cambridge Advanced International Certificate of Education course;
4. A concurrent credit course; and
5. A substantively similar course or program approved by the Division of Elementary and Secondary Education (DESE).

Students in grades seven through twelve (7-12) who take accelerated learning courses or other courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) or the Division of Career and Technical Education (DCTE) shall be graded according to the following schedule:

A = 100 – 90  
B = 89 – 80  
C = 79 – 70  
D = 69 – 60  
F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be:

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 point  
F = 0 points

To receive weighted credit in AP Classes a student must:

- (1) Students must successfully complete the class.
- (2) Students must take the appropriate AP test.
- (3) AP teachers must be appropriately trained.

Failure to take the required Advanced Placement Exam will result in non-weighted course credit and a reimbursement of the exam fee (Currently \$87.00) by the parent/guardian to the Woodlawn School District no later than (10) days after the date of the exam administration.

The following subjects are considered "honors courses":

**Honors English 9, Honors English 10, AP Biology, Chemistry, Trigonometry, Physics, Spanish I, II, III, AP Language, AP Literature, AP Calculus,**

**AP American History, AP Environmental Science, College Algebra, Comp I/II and any AP Course or Concurrent Credit Course.**

### 4.2 Semester Exam Exemption Policy

All students in grades 7-12 will take semester exams at the designated times during the year. No semester exam will be administered prior to the designated time with prior written consent from the principal. In order to make up a semester exam, an approved excuse must be presented to the principal. If a makeup time is approved, a time will be scheduled to accommodate any excused absence.

For the 2025-26 school year a student in grades 7 through 12 may be exempt from semester test by meeting the following conditions per class:

- Having received no In School Suspensions and no Out of School Suspensions,
- Having no more than 3 tardies, AND
- Having a semester average of A and no more than 5 absences, OR
- Having a semester average of B and no more than 4 absences, OR
- Having a semester average of C and no more than 2 absences

When referring to absences for the purpose of determining semester exam exemptions, absences will include BOTH unexcused absences as well as excused absences. School business absences will not be counted in determining semester exam exemptions.

Exempted students may choose to take a semester exam in an attempt to improve their semester grade without the risk of lowering the grade.

The semester test counts one fifth of the semester grade. The semester average will be determined for each student by adding both nine-weeks grades twice, and this total will be added to the semester exam and divided by five (5).

### 4.3 STUDENT PROMOTION & RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually



in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Each time a student is assessed by use of a high-quality literacy screener, with results at least once each semester, the parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading and, in a parent friendly manner, the student's reading progress.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

**7th and 8th grade students must obtain a yearly passing average in a minimum of three (3) of the core subjects (Math, English, Social Studies, or Science) to be promoted to the next grade level.**

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- A. The building principal or designee;
- A. The student's teacher(s);
- B. School counselor
- C. A 504/special education representative (if applicable); and
- D. The student's parent, legal guardians, persons having lawful control of the student, or persons acting in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Beginning with the 2020-21 school year, each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

The SSP for a student in kindergarten through grade three (K-3) who does not meet the reading standard as set by the state board and determined by a high-quality literacy screener or the statewide assessment shall include an individual reading plan for each student. An individual reading plan shall include:

1. The student's specific, diagnosed reading skill needs, including without limitation:
  - Phonemic awareness;
  - Phonics decoding;
  - Text reading fluency;
  - Vocabulary-building strategies; and
  - Self-regulated use of reading comprehension strategies, as identified by high-quality literacy screener data;
  - The goals and benchmarks for the student's growth;
  - How the student's progress will be monitored and evaluated;
  - The type of additional instructional services and interventions the student may receive;



## WOODLAWN HIGH SCHOOL

- The intensive, evidence-based literacy intervention program aligned to the science of reading the student's teacher will use to address the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension;
- The strategies the student's parents, legal guardians, or persons standing in loco parentis to the student are encouraged to use in assisting the student to achieve the student's reading goal; and
- Any additional services the student's teacher determines are available and appropriate to accelerate the student's reading skill development.

All parents, legal guardians, or persons standing in loco parentis shall be notified in writing:

- a. Of the content of their child's independent reading plan and progress on the independent reading plan throughout the year; and
- a. By no later than October 1 of each year, or as soon as practicable if a student's reading need is identified after October 1:
  - Of their student's eligibility to participate in the literacy tutoring grant program;
  - The process for applying for the literacy tutoring grant program; and
  - Other information provided by DESE.

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

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

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

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

A student's SSP shall include the recommended sequence of courses for successful completion of the diploma pathway selected by the student but be sufficiently flexible to allow the student to change the student's selected diploma pathway. The school counselor shall meet with the student's parent, legal guardian, or persons standing in loco parentis and the student to review the student's SSP annually and to revise the student's SSP as necessary to identify the courses to be taken each year until all required core courses are completed. Part of the review shall include an explanation of the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any change made to a student's SSP as part of the review that amends the student's diploma pathway shall be structured to ensure that the student will meet the high school graduation requirements for the student's chosen diploma pathway and be qualified for admission to a postsecondary educational institution or to enter the workforce. After each review, the student's SSP shall be signed by the student; student's parent, legal guardian, or person standing in loco parentis to the student; and the school counselor.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP or completion of the Alternative Pathway to Graduation when applicable.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment



administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

#### 4.4 HONOR GRADUATE REQUIREMENTS

Students with honor student requirements transferring from a school accredited by the Department of Education must attend one year prior to their senior year to be eligible as valedictorian or salutatorian. Transfer students will not receive a higher ranking due solely to transferring a greater number of AP courses than is available at Woodlawn High School. Honor graduates will be required to take 7 honors courses, and to qualify as valedictorian or salutatorian a student must meet all honor graduate requirements and have the required GPA. If two or more students have all A's and have taken the same number of AP courses, they will be ranked equally. **STUDENTS WHO HAVE TAKEN EQUIVALENT COURSE WORK WILL NOT BE PENALIZED FOR GREATER NUMBER OF COURSES TAKEN.**

A.) Students must have a 3.50 GPA and complete 3 AP/Concurrent Credit classes in order to be an Honor Graduate.

B.) Seniors - Seniors must be eligible at the beginning of the school year to be classified as a senior, and to have senior privileges.

C.) Add/Drop Class-Students will have a maximum of three (3) school days after beginning of classes in the fall semester to drop or add a class. All schedule changes for the spring semester are due before Christmas break. All students 7-12 grade will be

required to take a minimal number of seven (7) units per semester.

D.) Correspondence courses or summer school courses cannot be taken to meet core courses of Honors Graduate requirements. Extenuating circumstances may arise which will be examined by the principal and a committee on an individual basis. These courses will be used in calculating grade point average if deemed necessary by the committee.

E.) The following subjects are considered "honors courses": **Honors English 9, Honors English 10, AP Biology, Chemistry, Trigonometry, Physics, Spanish I, II, III, AP Language, AP Literature, AP Calculus, AP American History, AP Environmental Science, College Algebra, Comp I/II and any AP Course or Concurrent Credit Course.**

F.) Students may repeat courses only if they have received a (D) or an (F). Grades earned in courses that are repeated will replace the previous grade earned. An exception may occur under extreme circumstances. This will require teacher/principal approval.

G.) Students are not allowed more than one (1) study hall period.

H.) Math and Science School Seniors Act 1326 of 1997 - Students who attend Woodlawn High School prior to acceptance to Arkansas School for Mathematics and Sciences may elect to participate in graduation activities the year they graduate including class composite picture, prom and graduation exercises.

Students who attend ASMS will be sent a questionnaire at the beginning of their fourth year of high school in which they will indicate activities they plan to attend. The questionnaire will be sent to the last address of record in the school district records. Failure to return the form by October 1 will constitute a waiver of the election to participate. Students who will graduate early and who intend to participate in any activities must notify the high school principal in writing by October 1, that they will graduate early and plan to participate in graduation activities.

ASMS students will be responsible for the costs of these activities to the same extent as Woodlawn High School students, and agree by participating to abide



## WOODLAWN HIGH SCHOOL

by the provisions of the Student Handbook at these functions.

ASMS students who violate provisions of the handbook at senior activities may be barred from attending future events upon recommendation of the high school principal, subject to appeal to the superintendent, whose decision shall be final. ASMS students who participate in graduation exercises will not be eligible to be recognized as valedictorian or salutatorian, but upon presentation of an official transcript from ASMS by April 15 will be recognized as an honor graduate if appropriate and based on criteria of the Woodlawn School District for honor graduates. ASMS students who choose to participate in graduation ceremonies will not receive diplomas by the Woodlawn School District, but instead will be presented with certificates of recognition.

### 4.5 EARLY GRADUATION

1. Any student intending to graduate early must schedule a meeting with the principal, counselor and parent(s) on or before the beginning of the school year in which the student is requesting graduation and sign an early graduation intent form.
2. In order to be considered a senior and granted all senior privileges including senior pictures, senior college days, etc., a student must have accumulated 15 credits.
3. An early graduate shall be subject to the same student handbook rules and regulations as regular graduates.
4. An early graduate may be granted honor graduate status as long as they meet handbook requirements, currently seven (7) honors courses taken in grades 9-12 with a cumulative GPA of 3.5 or higher.
5. Woodlawn High School reserves the right to grant or deny credit for course work taken outside the regular curriculum.

### Concurrent Credit Act 1097 of 1991

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

### Unconditional Admission to an Arkansas Public College or University ACT 520 of 1999

Students who graduate from high school after 2004 must complete the following course work for

unconditional admission to an Arkansas public college or university:

- 4 units of English
- 3 units of Natural Science
- 4 units of Mathematics
- 3 units of Social Studies

### Arkansas Academic Challenge Lottery Scholarship

Basic Eligibility Criteria:

An applicant must:

- Be an Arkansas resident (at least 12 months prior to enrollment) and US citizen/lawful permanent resident
- Be accepted for admission at an approved institution of higher education in a program of study that leads to a baccalaureate degree, associate degree, qualified certificate or a nursing school diploma
- Not have earned a baccalaureate degree
- Complete the Free Application for Federal Student Aid (FAFSA) (although there is no maximum income)
- Not owe a refund on a federal or state student financial aid grant for higher education
- Not be in default on a federal or state student financial aid loan for higher education
- Not borrowed in excess of annual federal loan limits
- Not be incarcerated at the time of application for or during the time the applicant receives the scholarship
- Complied with the United States Selective Service System requirements for registration
- Certify to be drug free

### Additional Eligibility Criteria for the Traditional Student:

- Graduate from high school after December 31, 2009 (begins with the 2010 high school graduating class)
- Enroll full-time each semester (Fall and Spring) - 12 hours the fall semester immediately following high school graduation and 15 hours each semester thereafter
- Meet one of the following criteria:



## WOODLAWN HIGH SCHOOL

- o Graduate from an Arkansas public high school and achieve a minimum composite score of nineteen (19) on the ACT.
- o Graduate from a private or out-of-state or home school high school and achieve a minimum composite score of nineteen (19) on the ACT.

### 4.6 FINANCIAL AID

**Academic Challenge. SB5 (Act 1105)** makes several changes to the Arkansas Academic Challenge Scholarship Program, also known as the lottery scholarship, in an effort to keep the program solvent. The new law keeps the requirement for an ACT composite score of 19 but deletes the criteria for Smart Core curriculum completion and grade point average. Act 1105 also changes the scholarship amounts to \$1,000 for freshmen; \$4,000 for sophomores and juniors; and \$5,000 for seniors.

**HB1779 (Act1250)** provides that lottery scholarship recipients who enter college with 27 or more hours of concurrent credit can receive the scholarship amount awarded to sophomores.

#### How to Apply

Students may apply online with the YOUiversal scholarship application at [www.sams.adhe.edu](http://www.sams.adhe.edu) beginning October 1 of their senior year of high school.

### 4.7 GRADUATION REQUIREMENTS FOR THE CLASS OF 2026

Information regarding Graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process<sup>1</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:<sup>2</sup>

Inclusion in the student handbook of the graduation requirements;

Discussion of the 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; 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.<sup>3</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.



## 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 twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 0 units to graduate for a total of 22 units. The additional required units may be taken from any electives offered by the district.<sup>4</sup> Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

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

**Oral Communications:** one-half (½) 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 accelerated learning courses may be substituted where applicable)

A computer science flex credit may be taken in the place of 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

**DESE approved biology** – 1 credit;

**DESE approved physical science** – 1 credit; and

A third unit that is either:

An additional science credit approved by DESE; or

A computer science flex credit may be taken in the place of a third science credit.

**Social Studies:** three (3) units

Civics one-half (½) unit

World history, one (1) unit

American History, one (1) unit

Other social studies – one-half (½) unit

**Physical Education:** one-half (½) unit

Note: While one-half (½) 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 (½) unit

**Economics** – one half (½) 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>5</sup>

**Fine Arts:** one-half (½) 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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

#### 4.8 GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER

Graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process<sup>1</sup> to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12)

with the school counselor and may be accomplished through any or all of the additional following means:<sup>2</sup>

Inclusion in the student handbook of the graduation requirements;

Discussion of the 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; 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.<sup>3</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

#### 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 twenty-two (22) units is required for graduation. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 2 units to graduate for a total of twenty-four (24) units\*. The additional required units may be taken from any electives offered by the district.<sup>4</sup> Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

**\*The twenty four (24) credit requirement will go into effect with the Class of 2028.**

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.



## WOODLAWN HIGH SCHOOL

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **Computer Science**

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

### **Community Service**

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock-hours of community service that is certified by the service agency or organization where the student volunteers or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

Fifteen (15) hours for students in grade nine (9);

Twenty (20) hours for students in grade ten (10);

Twenty (20) hours for students in grade eleven (11);  
and

Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which may include without limitation:

A major illness associated with a student or a family member of a student;

Student homelessness or housing insecurity; and

Notice to the public school district board of directors if the student is a major contributor to family income.

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

**Oral Communications:** one-half ( $\frac{1}{2}$ ) 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 accelerated learning courses may be substituted where applicable)

A computer science flex credit may be taken in the place of 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

DESE approved biology – 1 credit;

DESE approved physical science – 1 credit; and

A third unit that is either:

An additional science credit approved by DESE; or

A computer science flex credit may be taken in the place of a third science credit.

**Social Studies:** three (3) units

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

World history, one (1) unit

American History, one (1) unit

Other social studies – one-half ( $\frac{1}{2}$ ) 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



## WOODLAWN HIGH SCHOOL

Economics – one half (½) 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.5

**Fine Arts:** one-half (½) 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.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

### 4.9 DIGITAL LEARNING COURSES

#### Definitions

For the purposes of this policy:

“Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.

“Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.

“Instructional Materials” means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
  - a. Manipulatives;
  - b. Hand-held calculators;
  - c. Other hands-on materials; and
1. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

“Public School Student Accessing Courses at a Distance” means a student who is scheduled for a full course load through the District and attends all classes virtually.

#### Digital Course Offerings

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.

All digitally offered courses shall meet or exceed the State Board of Education’s curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.

The District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved as part of the Arkansas Course Choice Program by the Division of Elementary and Secondary Education (DESE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by DESE.

District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8—USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.



The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.

A student may elect to take any scheduled courses digitally if offered digitally by the District or, if applicable, through the Arkansas Course Choice Program. The student's attendance in the student's digital course(s) shall be determined in accordance with WSD Policy 4.7—ABSENCES.

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.

Except as required by Policy 5.19, the District may restrict a student's access to digital courses when the student's building principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's building principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

#### **4.10 ALTERNATIVE LEARNING ENVIRONMENTS**

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The District will be utilizing the Compass Academy in consortium with other school districts. The Compass Academy is located in Kingsland, Arkansas. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.<sup>1</sup>

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate);
- The District shall document its efforts to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to schedule a meeting or a phone call for a placement meeting at the convenience of the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two (2) of the following characteristics:

1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
2. Abuse: physical, mental, or sexual;
3. Frequent relocation of residency;
4. Homelessness;
5. Inadequate emotional support;
6. Mental/physical health problems;
7. Pregnancy;
8. Being a single parent;
9. Personal or family problems or situations;
10. Recurring absenteeism;
11. Dropping out from school; or
12. Disruptive behavior.

Before or upon entry into the ALE, the ALE program shall assess the student in order to provide intervention services designed to address the student's specific educational and behavioral needs, with the focus for behavioral needs on long-term improvement of the student's ability to control the student's behavior.



No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE; the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis (if they choose to participate); and the student, outlining the responsibility of the ALE; parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student. The SAP may be revised from time to time by the ALE placement team. The SAP shall contain at a minimum:

- a. A plan of intervention services to be provided to address the student's specific educational needs and, if appropriate, the student's behavioral needs;
- a. Goals and objectives necessary to achieve positive reintegration into the regular educational environment;
- b. Exit criteria on which to base a student's return to the regular educational environment;
- c. Documentation of the presence of the characteristics listed above that were the reason for the student's referral to the ALE program;
- d. Documentation of the specific ALE programming and supports that will address each identified characteristic or situation causing a barrier to the student's success; and
- e. A positive behavior or transitional plan prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the Division of Elementary and Secondary Education (DESE) Rules.

#### **4.11 RESPONSE TO INTERVENTION (RTI)**

As part of district wide efforts to improve student achievement, all Woodlawn High School students are given brief assessments, or universal screenings

periodically to measure their progress in the curriculum over time. Interventions (extra support) will be provided to all students who did not meet expected levels of achievement in math or literacy. This system of providing intervention is based on individual student needs is called Response to Intervention or RTI.

#### **Key Elements of RTI:**

- The development of a core general education curriculum that is comprehensive in addressing a range of important competencies in each academic domain, which is culturally relevant and evidenced-based.
- Strategies for assuring that educators are fostering student engagement/connectedness to school and assessing the quality of the overall school climate so that students experience physical, emotional and intellectual safety.
- The use of evidence and/or research-based instructional strategies and programs applied across a variety of domains.
- Differentiation of instruction for all learners, including students performing above and below grade level expectations and English language learners.
- Common assessments taken by all students in core academic areas that enable teachers to monitor academic progress.
- Early identification for students experiencing academic and/or behavioral difficulties.
- Educational decision-making is driven by data involving students' growth and performance relative to peers; data are carefully and collaboratively analyzed by teams of educators with the results applied not only to inform instruction for individual students, but also to evaluate and improve core general education practices and the overall efficacy of intervention.
- A continuum of support that is part of the general education system, with increasing intensity and/or individualization across multiple tiers.
- A systemic approach to core educational practices that is implemented with fidelity in which teachers within a grade use the same sets of common assessments for all students, address the same curricular competencies, and share the same behavioral expectations; assessments, curricular



competencies and behavioral expectations are also well-coordinated across grades.

**Response to Intervention Process Detail**

**Tier 1:** Student remains in the classroom as the teacher uses different strategies and/or materials.

- 1) Implement Scientifically Research Based (SRB) Core Curriculum and address the following:
  - a) Environment
  - b) Instruction
  - c) Assessment
- 2) Conduct, compile, & evaluate Universal Screening 3 times a year (Fall, Winter, Spring)
  - a) Administrator & teacher evaluate data
  - b) Administrative Data Review meetings held 3 times a year (Fall, Winter, Spring)
- 3) If student is being successful and meets standard, continue to implement SRB Core Curriculum
- 4) If any student does not meet standard on Universal Screening and/or grade level standards, provide targeted, differentiated instruction in a small group setting within the classroom A. For articulation (Speech) concerns, request SLP consult to identify targets
- 5) Monitor and document progress at least every two - three weeks
- 6) Conduct informal review of monitoring data with collaborative teams of 2 to 4 professionals
  - a) Grade level, subject area, or campus-determined team
  - b) Review every 3 – 9 weeks
- 7) If student is successful, return to general core instruction and continue to monitor
- 8) If a student is not being successful and does not meet standard after a minimum of two periods of intervention, refer to the RTI Team.

RTI Team evaluates progress monitoring data and recommends:

- Return to Tier 1 small group interventions (adjust instruction)
- OR
- Move to Tier 2

**Tier 2:** Student receives more intensive, Tier 2, focused intervention in a small group

- 1) Additional 30 minutes of small group instruction (30 minutes total above Core instruction time)

- 2) Highly qualified teacher
- 3) In class or pull-out
- 4) Weekly Progress Monitoring with documentation
- 5) Additional 5 – 6 weeks of intervention, followed by RTI Team review For Tier 2.

RTI Team evaluates progress monitoring data and recommends:

- Student returns to Tier 1
- OR
- Continues in Tier 2 (with adjustments to instruction)
- OR
- Moves to Tier 3

**Tier 3:**

- 1) Student receives more intensive, Tier 3, interventions
- 2) Additional 30 minutes (60 minutes total above Core instruction time) of small group or one-to-one instruction OR
- 3) Student is recommended for additional testing or placement
  - a) Special education
  - b) Dyslexia
  - c) 504, if appropriate
- 4) Quarterly Progress Monitoring with documentation shall occur
- 5) Specialist or other highly qualified teacher provides instruction
- 6) Student progress continues to be monitored, documented, and reviewed. The student is then placed in an appropriate instructional setting.

Administrative monitoring of the RTI process shall occur on all three tiers on a regular basis.

**4.12 COLLEGE ENTRANCE REQUIREMENTS**

Students who meet the requirements for graduation from Woodlawn School will meet the entrance requirement for most colleges. However, many colleges have their own particular entrance requirements. Therefore, it is the responsibility of the individual students to find out the entrance requirements of the college he/she plans to attend and plan his/her high school courses accordingly. Entrance requirements for college can be found in catalogs in the counselor's office. Students who do not plan to go to college should take courses that will prepare them for the occupations they plan to follow.



## 5. CAMPUS POLICIES

### 5.1 FOOD AND DRINK/DELIVERIES

Any outside food or drink that is delivered to the campus must be checked in to the principal's office and will be given to the student to eat at lunch in the designated eating areas. **NO glass drinks will be allowed on campus.** Drinks that are purchased from or provided by the school will be allowed inside the building. Food and drink in the classroom will be left to the teachers' classroom policies and procedures.

Any outside deliveries that are not food/drink related (flowers, balloons, money, etc...) must be checked in through the front office and will not be handed out to the student at the appropriate time. Students will not be called out of class for deliveries unless the administration deems it to be necessary.

### 5.2 HALL PASS/NURSE PASS

A student must first report to his/her teacher each class period. If a teacher has given permission to stay after class to finish an assignment, the student still must report to his/her next class on time or the teacher keeping the student will notify the proper teacher through email, chat, or the office. During all assemblies, pep rallies, and other school activities, students are to report to roll call before going, unless designated otherwise by the principal.

Any student wishing to visit the nurse must first get a nurse pass from the office unless in an extreme emergency.

### 5.3 SOLICITATION OF FUNDS

Students are not to solicit for funds on the school campus for any purpose other than normal school activities, which are approved by the administration. Items should be sold between classes and not sold during class time. Items for outside organizations are not to be sold nor delivered at any time during the school day.

### 5.4 FUNDRAISING ACTIVITIES

Activities to raise money are to be held at an absolute minimum. Permission for this must be secured from the building principal in all cases. Distribution of fundraising material will only be done during time periods designated by the administration.

## 5.5 POSSESSION & USE OF ELECTRONIC DEVICES

### Definitions

"Emergency" means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

- An active fire;
- An active tornado or earthquake;
- An active shooter;
- An evacuation of school grounds; or
- A medical emergency

"Personal electronic device" means without limitation a:

- A. Cellular telephone;
- B. Paging device;
- C. Beeper;
- D. Mobile telephone that offers advanced computing and internet accessibility;
- E. Digital media player;
- F. Portable game console;
- G. Tablet, notebook, or laptop computer;
- H. Digital camera;
- I. Digital video or audio recorder;
- J. Smart watch; and
- K. Device that can connect and transmit data through Bluetooth technology.

"School day" means from the time students are required to be at school until the time students are dismissed from school.

### Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The possession of the personal electronic device is during an emergency as defined by this policy;



## WOODLAWN HIGH SCHOOL

- The personal electronic device is issued by the District for the student's use during the school day; or
- The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if:

- The device is in their bag;
- The device is locked in their locker;
- The device is in their vehicle; or
- The administrator instructs the student to provide their phone

### Use Of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

- The personal electronic device is required by the student's individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student's use during the school day; or
- The use of the personal electronic device is during a special event during the school day.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students' parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic devices at school sponsored functions outside the regular school day is

permitted to the extent and within the limitations allowed by the event or activity the student is attending.

### Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

1. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;
6. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
7. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
8. Using personal electronic devices issued by the District while driving any vehicle at any time; or
9. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or



## WOODLAWN HIGH SCHOOL

answering phone calls while driving a motor vehicle that is in motion and on school property.

**\*\***The student is enrolled in an endorsed concurrent enrollment course at an institution of higher education, and the use of the personal electronic device is necessary in order to utilize two-factor authentication to access coursework and resources for the endorsed concurrent enrollment course. The use of the personal electronic device shall be limited to the time necessary to complete the two-factor authentication process.**\*\***

### Discipline

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.

Confiscated personal electronic devices may be picked up at the school's administration office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of District Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or

use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:

**1st Offense** – (One) 1 day detention hall and phone check in for three (3) days

**2nd Offense** – (One) 1 day of ISS and phone check in for a week

**3rd Offense** – Three (3) days of ISS and phone check in for the semester

\* Additional offenses – Three (3) days of ISS And phone checked in for the remainder of the school year

**The numbers of offenses are cumulative, per class, for the entire school year.**

\*Checking in cell phones to the office does not excuse tardiness to class, nor does picking up cell phones permit early dismissal from class. Students that have committed a cell phone offense must turn in their cell phones during the allotted time of the punishment. Refusal to turn in cell phones will be considered insubordination. Cell phones must be turned in when the policy is violated. Any absences during a cell phone violation do not count towards losing privileges days. School administration or his/her designee shall have the discretion to modify such disciplinary action for a student on a case-by-case basis.

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.

### 5.5.a INTERNET SAFETY AND ELECTRONIC DEVICE POLICY

#### Definition

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.



The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; **students are advised that they enjoy no expectation of privacy** in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

### Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- 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, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

### DISTRICT NETWORK POLICY

The Woodlawn School District recognizes that new technologies alter the ways that information may be accessed, communicated and transferred, and that those changes may also alter instruction and student learning. We support access by students to a variety of information resources along with the development



## WOODLAWN HIGH SCHOOL

by staff of appropriate skills to analyze and evaluate such resources.

The Woodlawn Network is a service provided to the Woodlawn School District. Additional support is provided by Arkansas Public School Computer Network (APSCN). The system administrators of the network reserve the right to monitor all activity on the network. There are currently no charges to members for system usage. Because of the complex association between government agencies and networks, the user must adhere to strict guidelines. These guidelines are provided to members and parents of members under the age of 18 to make them aware of the responsibilities of being a member of this network. The signatures on the Application for Membership are legally binding and indicate that parties who signed have read the Network Guidelines carefully and understand their significance. Independent student use of electronic information resources will be permitted upon submission of the application form that shows agreement by parents (for students under the age of 18) to use these resources.

### NETWORK GUIDELINES

The access of electronic information sources can significantly alter the information available to schools by opening classrooms to a broad array of resources and connection to other computer systems around the world. Therefore, students and parents of students under the age of 18 should be aware that the Woodlawn School District does not have control of the content of information residing on these other systems. Be advised that some systems may contain defamatory, inaccurate, offensive or illegal material. The Woodlawn School District does not condone the use of such materials and does not permit usage of such materials in the school environment. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and the Woodlawn School District, and such activities may also result in termination of their account on the network.

Any action by a member that is determined by a system administrator to constitute an inappropriate use of the network may result in termination of the offending member's account.

### NETWORK AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research on pre-approved topics. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network administrators may review files to maintain system integrity and ensure that users are using the system responsibly. Members shall not publish on or over the System any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive. Neither shall information contain advertising or solicitation or any business activities.

Any attempt to bypass network security measures will be considered an act of vandalism and discipline will be handled the same as vandalism of any school property. Violators may also be held accountable for any expenses incurred for repair and/or replacement of hardware, software or services.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, or any of the other agencies or networks that we have access to. This includes, but is not limited to the uploading or creation of computer viruses.

The network administrators may suspend or terminate member's access upon any suspected breach of the Guidelines. The member will be notified of the suspension or termination and be given a chance for explanation. After a review, access may be restored.

Priority use of the computer is given as follows:

1. Students must have a staff member to supervise
2. Research, assigned computer work for a class, productive work, and all other uses.
3. You may not use any login name other than your own. If you use another person's ID it



## WOODLAWN HIGH SCHOOL

will cause removal of your account and the member's account who did not protect his/her account.

4. Unacceptable use of your account as described in the Guidelines will not be permitted nor tolerated and will be considered under discipline policies on a case by case basis.
5. If you find a problem with the system, security or software advise the network administrator.
6. Do not tamper with the equipment. This could quickly result in termination of your computer privileges.
7. Remember to logout of the system. If you do not, the next person can erase, read and send messages using your name.
8. Network users are not allowed to install software on district or network equipment.

The user will not violate the integrity of a network or computer system, change its performance or intentionally malfunction or add or delete programs or information resources unless acting upon approved authorization from the System Administrator.

### VIOLATIONS OF GUIDELINES

1. Violations WILL result in a loss of access and one (1) day D-Hall.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language.
3. When applicable, law enforcement agencies may be involved.

### 5.5.b CHROMEBOOK POLICY

#### Introduction

The goal of the Woodlawn School District is to provide the best education possible to all students by preparing them to be both college and career ready and become more competitive global digital citizens. The Woodlawn School District has the opportunity to provide its students with a tool to help actively engage all students in their learning.

Each teacher in the Woodlawn High School has a classroom set of chrome books that are to be incorporated for instructional purposes. **The chrome books that are in the teachers' classroom are to remain in the teachers' classrooms.** In the event of

extraordinary circumstances, the principal may allow students to check out chrome books.

When a student is issued a chrome book in their classroom, they are responsible for that chrome book. The student will be expected to follow all internet and device policies laid out in section 4.29.

### Technology Fee

To ensure that all students have a reliable device for their educational needs, the school will be collecting a technology fee. The fee provides coverage for accidental damage, theft, and other incidents that might occur during the school year. This fee may also be used for future purchases for replacement technology and internet infrastructure improvements.

A fee of \$25 will be paid to the district at the beginning of the school year. If this fee is turned in with the Chromebook agreement, then any accidental damage, theft, or other incident will be covered. If the agreement is not signed and the fee is not paid, then the student will be responsible for the cost of replacing/repairing a damaged Chromebook.

### Chromebook Check Out

Students in 10-12th grade may have the option to check out a chrome book to keep with them through the school year. This is to keep pace with any virtual classwork or online courses they may be taking. In order to check out a chrome book, a \$150 deposit must be first sent in to the school as well as a signed chrome book agreement.

### 5.6 DRESS CODE

Students are prohibited from wearing, while on the school grounds during the school day and at school sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event. H3/16/11-House Bill 1936 Approved 3/30/2011

When dress and grooming disrupt the learning process for the individual student, other students or the learning climate of the school, it becomes a matter subject to disciplinary action. Student dress, grooming and appearance should be the responsibility of the



## WOODLAWN HIGH SCHOOL

individual and the parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing that can be hazardous to them in their educational activities such as P.E., home economics, etc.
3. Any student wearing apparel that is disruptive to the educational process will be disciplined. This would include halters, tight fitting clothes, miniskirts, shirts or blouses with profanity or obscene gestures including beer advertisements and demonic pictures. The length of skirts must be no more than the student's finger length above the top of the knee cap even if leggings are worn under the skirt. Walking shorts will be allowed; however, they will be no shorter than the student's finger length above the top of the knee cap. No spandex shorts will be allowed except under other shorts. Pants/slacks with no holes, slits, tears higher than the finger length of the student above the kneecap and "NO SAGGING". Sagging is defined as wearing the waistband of slacks, pants, shorts or skirts below the natural waistline.
4. Loose fitting warm-ups will be allowed. No tank tops or muscle shirts unless worn with a T-shirt. Anything less than a sleeveless shirt (covering the entire top of the shoulder) is unacceptable. No off the shoulder clothing. Shirts must be buttoned within the second button from the collar. No cleavage. All shirts or tops worn untucked must be the student's finger length below the waistline of jeans, slacks, pants, shorts and skirts in length. No mesh shirts. No undergarment shall be visible.
5. No pajama bottoms or house shoes permitted, it is up to the administration or their designee to determine what constitutes pajama pants and house shoes
6. A student shall not wear or use emblems, insignias, badges, or other symbols which cause substantial disruption or interference with the operation of the school.

7. Students shall not attend academic classes in clothing from athletic participation.
8. No headwear (hats, caps, bandanas, hoods) allowed to be worn in the buildings.
9. In the interest of student safety, no collars or chokers shall be worn on campus.
10. A student shall not be disciplined or discriminated against based upon the student's natural, protective, or cultural hairstyle. A student's natural, protective, or cultural hairstyle includes without limitation afros, dreadlocks, twists, locks, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

The teachers, the principal, or their designee shall determine if their attire is improper.

Students will be sent home to change if clothing is determined to be improper.

Replacement clothes will be provided by the office to the extent that they are available. If students are unable or unwilling to change clothes, then they will be sent to ISS until the clothing change is made. Students who refuse to abide by reasonable guidelines will be subject to disciplinary action by the principal.

1. **Verbal Warning and change clothes**
2. **One (1) day D-Hall and change clothes**
3. **Three (3) days D-Hall, parent notification and change clothes**
4. **Sent to ISS, loss of exemption privileges**

### 5.7 STUDENT DISCIPLINE

The Woodlawn Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;



## WOODLAWN HIGH SCHOOL

- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to: a felony or an act that would be considered a felony if committed by an adult; an assault or battery; drug law violations; or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

- A. The District shall incorporate the District's implementation of positive behavioral supports in accordance with WSD Policy 4.60 in the application of student discipline.
- B. The District's personnel policy shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Woodlawn School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.
- C. The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.
- D. The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.
- E. The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

- F. It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.
- G. The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

### 5.8 PROHIBITED CONDUCT

\*Any situations not covered in the student handbook can be referenced first to the District Handbook (Section 4) or shall be determined at the discretion of the administration.

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;



## WOODLAWN HIGH SCHOOL

5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of cell phones, earbuds, headphones, pagers, beepers, or any other electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias,

clothing, "throwing signs" or other gestures associated with gangs are prohibited;

21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device, and
24. Theft of another individual's personal property.
25. Antisemitism

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions. To maintain a learning atmosphere, it may be necessary to discipline or remove students that exhibit disruptive or disturbing behavior. All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. A violation of the rule will occur whether the conduct is in any school vehicle or on the school grounds at any time, off the school grounds, at a school activity, functions or event or en route to and from school.

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him or her, or take other disciplinary action.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to suspension or expulsion from school and/or notification of law enforcement officials:

### **Rule 1. Disregard of Directions or Command (Insubordination)**

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school drivers, or any other authorized personnel.

1. **D-HALL 1-3 days according to severity**
2. **Three (3) days in-school suspension**



**3. Five (5) days in-school suspension**

**Rule 2. Truancy - (Act 1308 of 1997)**

A student shall be considered truant if he/she is: absent without the permission of the parent/guardian and/or prior approval from the principal in which the student misses one or more of his/her classes. It is the policy of the Woodlawn Board of Education to have a closed campus. After arrival on the school campus, a student shall not leave the campus or designated area without permission from school authorities.

- Leave school without checking out properly
- Does not attend a class in which a student is assigned
- Does not report to the office when instructed by a staff member to do so

Students found to be truant will receive an unexcused absence for the period(s) they were truant. Work missed in class skipped cannot be made up, and a zero (0) will be given for any work due or assigned.

1. **In-school suspension one (1) day.**
2. **In-school suspension three (3) days-probation**
3. **Referral to the prosecuting attorney according to Act 876 of 1991, Five (5) days in-school suspension and may be denied credit in the course for the class(es) missed.**

**Rule 3. Physical Abuse, Assault, Harassment or Terroristic Threatening By A Student On A School Employee - (Act 1243 of 1997)**

Any student involved in the harassment (written or verbal), assault, and/or the physical abuse of any faculty member or school district employee, on or off the school premises, at any time shall be subject to immediate and permanent dismissal. (Ark. Stat. 41-1601, 41-1604, 41-3104, 80-1905)

**Rule 4. Fighting**

When students fight, or incite a fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until effort to determine fault is made. If a student is found to have not initiated the fight, he/she should not be suspended. Alternative punishment

may apply with regard to actual involvement. (Ark. Stat. 41-2908) Consequences will be based on a school year not per semester.

Fighting will not be tolerated on school grounds or school buses, in school buildings, or at school-sponsored events. The penalties for fighting under normal circumstances as determined by the principal are as follows:

1. **Three (3) days suspension**
2. **Five (5) days suspension**
3. **Recommendation for expulsion for the remainder of the semester or school year**

If it is determined by administration that the fight was premeditated or planned out, the first offense can be extended up to five (5) days suspension. In extreme circumstances were determined by the principal (or their designee) the penalty for fighting may escalate up to and include a 10-day suspension from school and/or recommendation for expulsion for the remainder of the semester or year even on the first offense. A parent-student-principal conference will be required upon reentering school following any suspension for fighting.

Avoiding a fight is defined as removing yourself from the situation and informing the duty teacher, principal, or another teacher immediately. Students who chose to stay in the situation, do not inform school officials about the situation and then use physical force shall be guilty of fighting. Students guilty of inciting a fight or recording a fight on any device will be subject to the consequences in this fighting policy.

**Rule 5. Indecent Exposure and/or Sexual Advances**

A student shall not deliberately commit indecent exposure in school, at school sponsored activities on or off campus, nor shall a student make improper sexual advances toward another person. Students violating this rule shall be:

1. **Suspension for (5) days**
2. **Recommended for expulsion**

**Rule 6. Theft and Extortion - (Act 1243 of 1997)**

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain something (of value) from



## WOODLAWN HIGH SCHOOL

another person by either physical force or threat (illegal acts.) (Ark. Stat. 41-2203)

1. **Three (3) days suspension-probation**
2. **Recommendation for expulsion**

### Rule 7. Damage, Destruction, or Theft of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The Woodlawn School District will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of eighteen (18) will be liable for damages caused by said minor. (Ark. Stat. 50-109, 80-1903, 80-1904)

1. **According to severity, punishment can range from "clean-up duty" to expulsion.**
2. **Five (5) days suspension and parent conference and held liable for damages. Proper authorities will be notified if necessary.**

### Rule 8. Disorderly and Repetitious Misconduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. (Examples: horseplay, pushing, or shoving.) (Ark. Stat. 41-2969)

1. **D-HALL 1-3 days according to severity and parent conference**
2. **In-school suspension three (3) days**
3. **Five (5) days suspension**

### Rule 9. Profanity, Verbal Abuse, Obscene Gestures, Harassment

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause an overt and immediate disruption of the educational process. This includes any pornographic or obscene materials such as magazines, videos, pictures, etc... (Ark. Stat. 41-2908, 41-2910, 41-2922, 41-2923)

1. **D-HALL 1-3 days according to severity and parent conference**
2. **In-school suspension three (3) days**
3. **Five (5) days suspension**

### Rule 10. Forgery of Passes and/or Falsification of General Information

A student shall not forge another person's name to any pass or student scheduling information, falsify telephone numbers and addresses on general information forms nor shall a student intentionally give false information of any type either verbally or written.

1. **D-HALL 1-3 days according to severity and parent conference**
2. **Three (3) days suspension**
3. **Five (5) days suspension**

### Rule 11. Loitering by Suspended Students

A student is provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time, shall not enter any school building or be present on any school grounds. (Ark. Stat. 41-2914, 80-1906, 80-1915)

1. **Students shall be arrested and charged in accordance Arkansas Law-Probation**
2. **Recommendation for expulsion**

### Rule 12. Walkouts and Boycotts

A student shall not participate in a school walkout or boycott.

1. **Recommendation for expulsion**

### Rule 13. Public Display of Affection

Public display of affection to include, but not limited to: hand holding, fondling, kissing, hugging or sitting on laps, is not appropriate behavior at any time at school or at any school function. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

1. **D-HALL 1-3 days according to severity and parent conference.**
2. **In-school suspension three (3) days-probation**
3. **Suspension/administrative decision**

### Rule 14. Gambling

A student shall not engage in any game of chance on school premises at any time. (Ark. 41-3261, 41-3262)

1. **D-HALL 1-3 days according to severity and parent conference**



## WOODLAWN HIGH SCHOOL

2. **In-school suspension three (3) days**
3. **Three (3) days suspension-probation**
4. **Recommendation for expulsion**

### **Rule 15. Discipline of Handicapped Students**

Discipline procedures for students with identified disabilities in the Woodlawn School District will be in compliance with the Individuals with Disabilities Education Act (IDEA, Public Law 94-142) which will meet the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Other specific clarifications follow:

1. Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE).
2. Where in-school discipline or short-term suspension (10 school days or less) is involved, a student with disabilities for a disciplinary infraction without it being considered a change of placement and IDEA's parent notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. Schools may remove any student with disabilities for a disciplinary infraction for up to 10 school days per offense. During a period of short-term exclusion, schools are not required to provide any educational services to the student.
3. For a student with disabilities, an exclusion from school for more than 10 consecutive school days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that parents be given written notice before a change in placement can be implemented.
4. For a student with disabilities, a suspension or other disciplinary removal for consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP committee).

5. When a student with a disability under IDEA is suspended, written notice shall be sent to the office of the Special Education Supervisor.

6. The Woodlawn School District designates the HS counselor as grievance officer for 7-12 students who qualify under section 504 of the Rehabilitation Act.

### **Rule 16. Wearing a Hat or Sunglasses in the Building**

Students will be allowed to wear hats or caps on campus of Woodlawn High School during school hours. However, for the purposes of safety and security, all headwear and sunglasses must be removed when entering any school building.

1. **Verbal Warning**
2. **One (1) day of D-Hall and confiscated until the D-Hall is served**
3. **Three (3) days of D-Hall and confiscated until the D-Hall is served**

### **Rule 17. Littering on Campus**

Littering the campus shows lack of respect for your school. Continuation of littering will lead to privileges taken away in the future.

1. **One (1) day D-Hall, campus clean-up duty**

### **Rule 18. Cheating, copying, or claiming another person's work to be his/her own.**

1. **"0" for the assignment and call parents**
2. **D-HALL and "0"**
3. **(3) days In-school suspension and "0"**
4. **Suspension and "0"**

### **Rule 21. Persistent Disregard for School Rules**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules shall be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offenses have been committed.

### **Rule 22. Behavior Not Covered Above**

The Woodlawn School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the



# WOODLAWN HIGH SCHOOL

schools even though such behavior is not specified in the preceding written rules.

1. **Principal may apply discipline according to the severity of offense.**
2. **Recommendation for expulsion.**

## 5.9 BULLYING

**Woodlawn High School has a free, anonymous, and safe reporting service for bullying, harassment, or any other types of suspicious or illegal activities available for students or parents/guardians to report to school administrators in a confidential manner.**

### Follow These Easy Steps

1. Go to [www.whsbears.org](http://www.whsbears.org) ,
2. Click the "Bullying Report" Tab,
3. Create Your Tip and Submit

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that:

1. May address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated;
2. Involves an actual or reasonably perceived power imbalance;
3. Is repeated or has a high likelihood of repetition; and
4. Causes or creates actual or reasonably foreseeable:
  - Physical harm to a public school employee or student or damage to the public school employee's or student's property;
  - Substantial interference with a student's education or with a public school employee's role in education;

- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment.

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes;
3. Pointed questions intended to embarrass or humiliate;
4. Mocking, taunting or belittling;
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
6. Demeaning humor relating to a student's actual or perceived attributes;
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans;
8. Blocking access to school property or facilities;
9. Deliberate physical contact or injury to person or property;
10. Stealing or hiding books or belongings;
11. Threats of harm to student(s), possessions, or others;
12. Sexual harassment, as governed by district policy 4.27, is also a form of bullying; and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- o Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or



## WOODLAWN HIGH SCHOOL

- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that

causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment.

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.



## WOODLAWN HIGH SCHOOL

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying,

including potential consequences of continued incidents of bullying;

5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.<sup>2</sup> Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.<sup>3</sup>

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

To prevent multiple, simultaneous investigations into the same alleged conduct, if the facts that support an alleged incident of bullying may also constitute a violation of another District policy; State or Federal law; State rule; or Federal regulation, then the District shall investigate and dispose of the alleged incident of bullying in accordance with the other applicable District policy; State or Federal law; State rule; or federal regulation in lieu of the requirements of this policy.



Copies of this policy shall be available upon request.

### 5.10 DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

No student shall:

1. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent ground unless under the direction of the school administrator.
6. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the

purpose of causing the disruption or obstruction of any such lawful process or function.

7. Encourage other students to violate any rule or school board policy.

Failure to comply will result in the following:

1. **Three (3) days suspension**
2. **Five (5) days suspension**
3. **Recommendation for expulsion**

### 5.11 STUDENT SEXUAL HARASSMENT

The Woodlawn School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination.

Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- the nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

### Definitions



**“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**“Education program or activity”** includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

**“Formal complaint”** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

**“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**“Sexual harassment”** means conduct on the basis of sex that satisfies one or more of the following:

- 1) A District employee:
  - a) Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or
  - b) Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
- 2) The conduct is:
  - a) Unwelcome; and
  - b) Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
  - c) Constitutes:
    - d) Sexual assault;
    - e) Dating violence
    - f) Domestic violence; or
    - g) Stalking.

**“Supportive measures”** means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as

appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature; Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender.



Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain to the complainant the process for filing a formal complaint.

### **Supportive Measures**

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

### **Formal Complaint**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall

simultaneously provide the following written notice to the parties who are known:

- Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
  - o The identities of the parties involved in the incident, if known;
  - o The conduct allegedly constituting sexual harassment; and
  - o The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references



## WOODLAWN HIGH SCHOOL

to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative

interviews, or other meetings, with sufficient time for the party to prepare to participate;

- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation; this includes evidence:

- o Whether obtained from a party or other source,
- o The District does not intend to rely upon in reaching a determination regarding responsibility; and
- o That is either inculpatory or exculpatory; and
- o Create an investigative report that fairly summarizes relevant evidence.

At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties’ inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the



## WOODLAWN HIGH SCHOOL

complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
  - a. Any notifications to the parties;
  - b. Interviews with parties and witnesses;
  - c. site visits;
  - d. Methods used to gather other evidence; and
  - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions imposed on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal. The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### Appeals

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or



## WOODLAWN HIGH SCHOOL

dismissal was made, that could affect the outcome of the matter;

c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or

d. An appeal of the disciplinary sanctions from the initial determination.

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or

- The extent necessary to provide either party due process during the grievance process

Except as listed above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

### Emergency Removal

The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

### Retaliation Prohibited

Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation



## WOODLAWN HIGH SCHOOL

occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

### Disciplinary Sanctions

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

### Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - Document:
    - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or

- If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

### 5.12 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 Woodlawn 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 on 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.

The administration at Woodlawn High School reserves the right to drug/alcohol test any student with reasonable suspicion of being under the influence.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under WSD Policy 4.35—STUDENT MEDICATIONS.



1. Ten (10) days Suspension-Probation
2. Recommendation for expulsion

### 5.13 GANGS AND GANG ACTIVITY

The wearing of gang related clothing or articles at Woodlawn High School or at school sponsored activities will not be allowed. This includes but is not limited to hats or clothing being worn in any fashion other than norm, certain clothing articles, jewelry, bandanas, and insignias.

Any student of Woodlawn who engages in any gang activity of any form including but not limited to: intimidation, grouping, fighting, loitering, signing, recruiting or engaging in any misbehavior will be subject to disciplinary action up to and including expulsion.

### 5.14 LASER POINTERS

Students shall not possess any hand-held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school sponsored-activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

### 5.15 SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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. 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 the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal 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 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.

To protect administrators and witnesses, students who refuse to remove items hidden in undergarments such as boxers, sliding shorts, or bras could be subjected to contact with law enforcement and parents will be notified.

### **5.15.a VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

The Board of Directors 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, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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 bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, 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 and other technologies authorized in this policy.

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

Videos, automatic identification, or data compilations 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; any 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, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **5.16 CORPORAL PUNISHMENT**

The Woodlawn School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

Woodlawn School District Policy states that Corporal Punishment may be used under the following conditions:



## WOODLAWN HIGH SCHOOL

1. It will be administered for cause only.
2. It may be used after other means to modify the student's behavior have failed, if the student is warned that the misbehavior will not be tolerated.
3. Only licensed personnel may administer it.
4. If used it will be administered in the presence of an administrator.
5. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of witness. If the student claims innocence, the certified employee will permit the student to state formal hearings prior to corporal punishment.
6. The student must not be paddled in the presence of other students.
7. School personnel using corporal punishment must not do so in anger, or on impulse or excessively.
8. Refusal to take corporal punishment will result in suspension or other disciplinary measures. A written report signed by the person administering the punishment and the witness shall be filed in the principal's office immediately following the punishment. The principal will notify the parents that corporal punishment was administered, by whom and why.
9. Corporal punishment option (see form in back of handbook).
10. In the case of an administrator using corporal punishment, he/she will be witnessed by another licensed employee of the District.

### 5.17 DETENTION

When a detention hall slip is issued by a teacher or administrator, the student and parent must sign as proof of receipt. A signature does not mean an admission of guilt. If a student refuses to sign a detention hall slip he/she will be assigned in-school suspension. Detention hall must be served the first day after assignment, if absent the student must serve detention hall the first day he/she returns to school. If a student is unable to serve morning detention it is the student's responsibility to report to the office and be placed on the lunch detention hall list or additional days will be assigned.

#### Structure

Daily 7:30 – 7:55 AM

Lunch D-Hall (Administrator's discretion)

### Arrival

Students shall report to the designated Detention room and turn in their signed (by student and parent) d-hall slip. Students must be in their seats by 7:30.

### Rules for students in detention hall

Students must bring materials to study.

No talking  
No sleeping  
No disruptive behavior  
Be on time  
No food or drinks allowed in detention.

### Consequences for breaking rules in detention

One day of detention added

Consequences for missing detention or excessive detentions:

- A. One day missed = one extra day of detention**
- B. Two days missed = two days of In-School suspension and parent conference**
- C. Five detention visits = 3 days of In-School suspension**
- D. Ten detention visits = 5 days of In-School suspension**
- E. Fifteen detention visits = 10 days of In-School suspension or possible expulsion**

### 5.18 IN-SCHOOL SUSPENSION

A student may be assigned to in-school suspension only three (3) times during any single semester and only four (4) times during the ENTIRE school year. In-School assignments will be issued due to the seriousness of the violation according to the rules in the handbook. Any student qualifying for in-school four (4) times during any single semester or five (5) times during the school year will be recommended for expulsion.

Each classroom assignment is done in TRIPLICATE. In the event all work is not completed on time, or behavior warrants, additional days in-school may be assigned.

During the period of their suspension, students serving in-school suspension shall not participate or attend any school activities involving Woodlawn



## WOODLAWN HIGH SCHOOL

Schools at home or away. This will include after school practices.

A copy of rules of operation will be given to the student the first day of the in-school assignment. Refusal to comply with these rules will result in extra days added to the original assignment. Any student assigned to in-school suspension will lose all exemption privileges for the semester.

### 5.19 SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

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

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

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

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy. The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the responsibility of a student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
  - o The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent, or legal guardian, person having lawful control of the student, or person standing in loco parentis. The District shall establish programs, measures, or alternative means and methods to



continue student engagement and access to education during a student's period of OSS.

**During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program. Students in extra-curricular activities such as athletics will adhere to the Arkansas Activities Association player ejection policies.**

**During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.**

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

### **LONG-TERM SUSPENSION**

Suspension, not amounting to an expulsion for the remainder of the semester but more than ten days, is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.

### **EMERGENCY SUSPENSION**

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice; hearing and the other rights provided herein being first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

### **5.20 EXPULSION**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of

the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- A. Poses a physical risk to himself or herself or to others;
- A. Causes a serious disruption that cannot be addressed through other means; or
- B. Is the act of bringing a firearm on school campus?

The Superintendent or his/her designee shall give written notice to the parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be



## WOODLAWN HIGH SCHOOL

conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student.

Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by WSD policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

### **SECOND CHANCE PROGRAM (COMPASS ACADEMY)**

The Second Chance Program (Compass Academy) was developed to provide qualified students, in grades 7-12, who are first time offenders of the district's drug and alcohol policy an opportunity to avoid expulsion and remain a Woodlawn School District student thus progressing their education. Recommendations for inclusion in the Compass Academy will be made by district administration. Students who are enrolled in the Compass Academy are placed on a very strict probationary status for one calendar year and are required to complete all program components including:

- Random drug testing throughout the student's enrollment in the program
- Satisfactory attendance according to the Woodlawn School District Student Handbook Attendance Policy
- Completion of 15 hours of Community Service
- Completion of assigned course work with passing grades
- Strict academic and disciplinary probation

Participating in the Second Chance Program in lieu of expulsion is an opportunity that can be taken advantage of only one time in a student's 7-12 education. Any egregious violations of school policy at the Compass Academy will result in further discipline up to and including expulsion from the Woodlawn School District.

All alcohol and drug policy violations are reported to local law enforcement.

More information regarding the Compass Academy is available upon request.

### **5.20a WEAPONS AND DANGEROUS INSTRUMENTS**

#### **Definitions**

**"Firearm"** means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

**"Possession"** means having a weapon on the student's body or in an area under the student's control.



“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm

shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>1</sup>

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.<sup>2</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

### 5.21 LIBRARY RULES

1. Students will be allowed to check out books during study hall and/or with teacher’s permission. An entire class may use the library with the supervising teacher present.

2. Books are checked out for one week.

3. Books are due one week from check out. If you do not have a library period, return books during break or



## WOODLAWN HIGH SCHOOL

between classes. BOOKS NOT RETURNED WILL BE OVERDUE.

4. If you are absent on the date the book is due, return the book to the librarian on the day you return to school.

5. High School teachers will come to the library with students when sent for group projects or class sent for book checkout.

6. Students are not allowed to check out a book for another student.

7. All reference materials (encyclopedias, periodicals, newspapers, atlases, etc.) must be used in the library.

8. The computers in the library will be governed by the same rules of the school district concerning Internet, etc. Students may be limited to length of use if deemed necessary by the library media specialist.

9. No food, drink or gum chewing will be allowed in the library media center.

### 5.21.a TEXTBOOKS

Students are issued books at the beginning of the school year. If the books are lost or destroyed, students will be assessed whatever the cost is to replace the text. Students should first check with the lost and found in the high school office for their book(s). A fee of \$5.00 will be assessed for the return of each book.

### 5.21.b DISTRIBUTION OF LITERATURE

- A. Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated, or printed material on school premises must be approved by the principal and may not interfere with or disrupt the educational process. A student who desires to distribute written material on school premises must present such material to the principal in the form in which it is to be distributed prior to planned distribution.
- B. Students who edit, publish, or distribute handwritten, printed or duplicated material among their fellow students, within the school must assume responsibility for the content of such publications. Students who author such material should be aware that they are subject to lawsuits

for libelous or slanderous material which are published and distributed.

- C. Libelous and obscene matter is prohibited in all publications.
- D. Unauthorized commercial solicitation will not be allowed on school property at any time.
- E. All petitions shall be free of obscenities, libelous statements and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

### CONSEQUENCES FOR EDITING, PUBLISHING, DISTRIBUTING OR POSSESSING OBSCENE MATERIAL ARE:

- 1. First Offense - One (1) day in-school assignment and parent conference
- 2. Second Offense - Three (3) days in-school assignment and parent conference
- 3. Third Offense - Five (5) days suspension

### 5.22 STUDENT DRIVING POLICY

A student who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

All automobiles and motorcycles will be properly registered by the principal of the school to provide identification of the vehicle. A parking identification



card will be issued annually to all students who desire to park an automobile or motorcycle on the school campus. This identification card will be prominently displayed. There will be an additional \$5 charge for each replacement card in the event the original card is lost.

Failure to comply with automobile rules will result in the following:

1. **Principal/Student/Parent conference and one (1) week loss of driving privilege.**
2. **Loss of driving privileges on school property at any time for one (1 semester)**
3. **Permanent loss of driving privileges.**

### 5.23 SCHOOL BUS RULES

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

#### SCHOOL BUS

All school buses are owned and operated by the school district. Bus services are provided for students who live at least two miles from school. Students are under the supervision of the bus drivers for their conduct. Students are to behave in a quiet, orderly manner while on the bus. Any student whose

behavior distracts the driver will be subject to disciplinary action by the administration to include removal of riding privileges. **If a student is distracting a Bus Driver with his/her behavior the Bus Driver has the authority to suspend the student's bus riding privilege until the student's parent/guardian has a conference with the school Principal.** Buses will run as nearly on schedule as possible. Students are urged to be ready on time. Buses will be routed to provide services for the greatest number of students. Bus routes are planned to get to within 1/4 mile of the home location of each student if other factors permit. No school bus shall deviate from its established route except on instruction from the superintendent of the school.

#### Transportation Offenses and Penalties

**Refer to Bus Discipline Form Attached at the End of the Handbook**

**To be posted on each bus.**

### 5.24 VISITORS TO THE SCHOOL

To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in WSD Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. **Additional conferences should be scheduled 24 hours in advance.** Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.



## **5.25 CONTACT WITH STUDENTS WHILE AT SCHOOL: CONTACT BY PARENTS**

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

### **5.25.a 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.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools 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. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and noncustodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

### **5.25.b CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the

Department of Arkansas State Police, may interview 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 the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal 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 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.



### 5.25.c 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.

### 5.26 STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, 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 Board 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.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Schedule II medications that are permitted by this policy to be brought to 63school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given OTC medications to the extent that such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

### Schedule II Medications

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)<sup>1</sup> shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence<sup>3</sup> shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

### Self-Administration of Medication

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:



## WOODLAWN HIGH SCHOOL

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

- 1) The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
- 2) A written order from the student's treating physician stating that the student:
  - a) Is capable of completing the proper method of self-administration of the stress dose medication; and
  - b) Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

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, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

### **Emergency Administration of Glucagon and Insulin**

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 the student has:

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

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

A. The time scheduled for a dose of insulin in the student's IHP; and



A. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until parent, guardian, other responsible adult, or medical personnel has arrived.

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

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>6</sup> and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

### **Emergency Administration of Albuterol**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand and the school nurse and school resource officer shall possess an anti-opioid at all times when on duty. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

An opioid overdose rescue kit shall be placed within all storage locations in the District high school buildings that currently contain an automated external defibrillator for public use. The opioid overdose rescue kits shall be located where it is readily available to the public, be visually free of advertisement, and contain an anti-opioid.

### **Emergency Administration of Emergency Adrenal Insufficiency Medication**



The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

### **Seizure Disorder Medications**

Students who have been diagnosed with a seizure disorder shall have a seizure action plan that shall be a written IHP designed to acknowledge and prepare for the healthcare needs of the student. The student's seizure action plan shall be created in collaboration between District staff and the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis or the student if over eighteen (18). As part of the creation of the student's seizure action plan, the student's Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall:

- 1) Provide the school with written authorization to administer the seizure medication at school;
- 2) Provide a written statement from the student's healthcare provider that shall contain the following information:

- a) The student's name;
- b) The name and purpose of the medication;
- c) The prescribed dosage;
- d) The route of administration;
- e) The frequency that the medication should be administered; and
- f) The circumstances under which the medication should be administered;

- 3) Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact, which shall be stored in a safe and secure location accessible only by District personnel or volunteers with training to administer seizure medication.

The written authorization, written statement, and seizure action plan shall be kept on file in the office of the school nurse or school administrator and distributed to any school personnel or volunteers responsible for the supervision or care of the student.

## **5.27 IMMUNIZATION REQUIREMENTS**

### **Definitions**

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

### **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against;

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and



## WOODLAWN HIGH SCHOOL

- Any other immunization required by the Arkansas Department of Health (ADH).

The 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:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. 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.

### Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student’s temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) 98days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be



required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected. Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

1. The number of students in the District that were granted an exemption by the Department of Health from an immunization;
2. The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; and

3. The percentage of a population that must receive an immunization for herd immunity to exist.

### 5.28 STUDENT ILLNESS/ACCIDENT

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 legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

### 5.29 PHYSICAL EXAMINATIONS OR SCREENINGS

The Woodlawn School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes



incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41 in the back of the handbook or by providing certification from a physician that he/she has recently examined the student.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

### **5.30 COMMUNICABLE DISEASES AND PARASITES**

Students with communicable diseases or with human host parasites 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 their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures.

Standard precautions 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 immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after; the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

### **HEAD LICE SCHOOL REGULATIONS**

The parents or legal guardians of students found to have live bugs or eggs (nits) in a school environment will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication of the parasites. A student may be readmitted after; the school nurse or designee has determined that the student no longer has lice or eggs (nits) in their hair. It is a good practice to check your child's hair periodically and especially if he complains of itching. You should look on the hair shafts for very small white or grayish particles which stick to the shaft of hair. They resemble dandruff but do not fall off when touched.

Each school may conduct screenings of students for human host parasites that are transmittable in a



## WOODLAWN HIGH SCHOOL

school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

### 6. EXTRA-CURRICULAR ACTIVITIES

All school rules found in the handbook and WSD Policy apply at all on and off campus activities and club events.

#### 6.1 EXTRA-CURRICULAR ACTIVITIES SECONDARY SCHOOLS

**\*Refer to District Policy 4.56**

#### 6.2 STUDENT ORGANIZATIONS/EQUAL ACCESS

Non Curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to

maintain order and discipline, to protect the wellbeing of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity, or sports program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

#### 6.3 FIELD TRIP POLICY

All field trips must be approved and placed on the school calendar. Any student who does not return a completed permission slip will not be allowed to attend the field trip. Verbal permission will not be allowed. The administration reserves the right to deny student participation if the student is in danger of failing.

- All students/chaperones must abide by the rules set forth by the administration/sponsor.
- No students while on field trips may be signed out without a pre-approved note on file in the High School office.
- Parents of Student-Athletes must check-out with their respective coaches before leaving any out-of-town event.
- If a student has accrued more than four (4) unexcused absences within a semester, then that student loses their field trip privileges for that semester
- If a student receives Out of School Suspension, that student loses their field trip privileges for that semester

#### 6.4 PROM ATTENDANCE

All students must be 16 years of age or in the 10th grade or above up to age 21, in order to attend the Jr./Sr. Prom. Dates other than Woodlawn students must be approved by the principal one (1) week in advance of the prom. For non-students, a picture ID with proof of age must be presented upon entering the Prom. Failure to do so will result in non-admittance and no refund will be issued.

Students may lose prom privileges if:



## WOODLAWN HIGH SCHOOL

1. They receive Out of School Suspension during the semester of their prom
2. If they are a Junior, they refuse to pay class dues or participate in any prom fundraisers
3. If the students eligible to go to prom have any debts owed to the school (class dues, cafeteria, etc...) they will not be allowed to attend prom until those debts are paid

### **6.5 ACTIVITY STUDENT DRUG TESTING POLICY 2024-2025 SCHOOL YEAR**

The Woodlawn School District Board of Education in an effort to protect the health and safety of its extra-curricular activities students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Woodlawn School District, proposes to adopt the following policy for drug testing of activity students.

#### **STATEMENT OF PURPOSE AND INTENT**

Although the Board of Education, administration, and staff desire that every student in the Woodlawn School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extracurricular activities. The sanctions imposed for violations of this policy will be limited solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's privilege to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Woodlawn School District regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extracurricular activities at the Woodlawn School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

The purposes of this policy are five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drugs.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal and performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Woodlawn School District. For the safety, health and well-being of students in extra-curricular activities the Woodlawn School District has adopted this policy for use by all participants in extra-curricular activities in grades 7-12.

The administration may adopt regulations to implement this policy.

#### **.Definitions**

**“Activity Student”** means:

1. A member of any Woodlawn junior high or Woodlawn senior high (grades 7-12) school-sponsored extracurricular organization. This includes but is not limited to athletic teams, clubs, organizations, and participation in interscholastic completion where such participation is not a required part of a specific course's curriculum.
2. A student who is permitted to engage in the activity of operating/parking a motor vehicle on school property.



**“Drug use test”** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or metabolites thereof in a person’s urine.

**“Random Selection Basis”** means a mechanism for selecting activity students for drug testing that:

A. results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and

A. does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

**“Illegal drugs”** means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Arkansas law.

**“Illegal drugs”** includes, but is not limited to, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.

**“Performance-enhancing drugs”** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and protein which can be lawfully purchased in over-the-counter transactions.

**“Positive”** when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

**“Reasonable suspicion”** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student and the reasonable inferences that are drawn from those observations.

## II. Procedures

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed, and dated by the student and parent or custodial guardian. The consent requires the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis to provide a urine sample; and (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. **No student shall be allowed to practice or participate in any extra-curricular activities unless the student has returned the properly signed “Student Drug Testing Consent Form” by September 5, 2022.**

Prior to the commencement of drug testing each year an orientation session will be held with Activity Students to inform them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each activity Student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or sponsor or principal or the principal’s designee shall be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

A student who moves into the district after the school year begins will have to return a properly signed “Student Drug Testing Consent” form before he/she will be eligible for participation.

Drug use testing for Activity Students will also be chosen on a random selection basis bi-weekly/monthly from a list of all Activity Students. The Woodlawn School District will determine a bi-weekly/ monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs.

In addition to the drug tests required above, any Activity Student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal



or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Woodlawn School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal shall designate a coach, sponsor, or school employee of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall verify the normal warmth and appearance of the specimen. If any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of (6) months or the end of the school year, whichever is shorter. Student's records will be retained until the end of the school year.

### III. Confidentiality

The laboratory will notify the principal or designee of any positive test. To keep the positive test results

confidential, the principal or designee will only notify the student and the parent or custodial guardian of the student of the results. The principal or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to principal or to the lab. The Woodlawn School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other education records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities. Test results will be destroyed at the close of each school year.

### IV. Appeal

An Activity Student who has been determined by the principal to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such a request for a review must be submitted to the Superintendent in writing with five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee (s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

### V. Consequences

Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:

#### A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, and principal concerning the positive drug test. In order to



## WOODLAWN HIGH SCHOOL

continue participation in the activity the student and parent/guardian must, within five (5) days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a second drug test to be administered within 21 days in accordance with the testing provisions of this policy. The second test must be from an approved drug testing agency and the parents/guardians are responsible for any cost associated with the second test.

If the parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/guardian not agree to these provisions the consequences list in this policy for the second offense will be imposed.

### B. For the Second Offense:

Suspension from the participating in all activities covered under this policy for (21) calendar days, and successful completion of four (4) hours of substance abuse education. The student may not participate in any meetings, practices, scrimmages or competitions nor may the student operate or park a motor vehicle on school property during this period.

The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his/her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such a student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test and obtain counseling as would a student who has tested positive.

### C. For the Third Offense (in the same school year)

Complete suspension from participation in all extra-curricular activities including operating or parking a motor vehicle on school property, attending meeting, practices, performances, and competition for the

remainder of the school year or one semester, whichever is the longer period of time.

## VI. Refusal to Submit to Drug Use Test

A participating student who refuses to submit to a drug test authorized under this policy, shall not be eligible to operate or park a motor vehicle on school property or to participate in any other activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school.

\*\*\*\*\*

*Woodlawn School District is committed to cooperating with parents/guardians in an effort to help students avoid illegal drug use. The Woodlawn School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives*



**Transportation Offenses and Penalties**

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
<b>A - Minor Misconduct</b>	1 - Boarding or exiting the bus unsafely (includes crossing in front of or behind bus) 2 - Standing while bus is in operation or not being properly seated 3 - Obstructing an empty seat, door, stairs or aisle 4 - Making excessive noise 5 - Disturbing, insulting, or harassing other students 6 - Public Display of Affection (PDA) 7 - Eating, drinking, chewing gum 8 - Using profane or obscene language or gestures 9 - Littering 10 - Spraying or application of cologne/fragrances 11 - Any action that causes disturbances or distractions	Oral/ Written Warnings	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year
<b>B - Serious Infractions</b>	1 - Failure to comply (Disrespectful, talking back, lying) with bus driver or other adult's instruction 2 - Horseplay or spitting 3 - Throwing objects at, within, or out of bus 4 - Sticking objects or body parts out of the window/door 5 - Damage, theft, or pilfering < \$100 6 - Misuse of electronic devices, cell phones, cameras etc.	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year	
<b>C - Severe Offenses</b>	1 - Full or partial nudity 2 - Sitting in driver's seat/tampering with controls or equipment 3- Interfering with driver 4 - Fighting/Assault (hitting, biting, pushing) 5 - Vandalism, damages, or theft > \$100 6 - Tobacco use or possession	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year		
<b>D - Criminal or Illegal Acts</b>	1 - Any action that leads to bus accident 2 - Possession or use of weapons or other prohibited items (including laser lights) 3 - Lewd or indecent acts 4 - Possession of illegal substance 5 - Threatening or causing injury to another person (Bullying and/or harassment) 6 - Alcohol use or possession 7 - Bomb threat or terroristic threat	School Suspension / Expulsion proceeding initiated Discipline Report submitted to appropriate authorities				