

2025-26 High School Handbook

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SUB-SECTION I - GENERAL INFORMATION

GETTING TO KNOW YOUR SCHOOL

School Classification

West Fork High School is fully accredited by the Arkansas Department of Education and has been designated as a School of Innovation. Additionally, the high school is a member of the Arkansas Activities Association and is a Class AAA school.

School Cancellations

If it should become necessary to close school because of snow and ice, the following stations will be notified by 6:00 a.m. Please do not call school administrators. Television KFSM - Channel 5 KNWA - Channel 9 KHOG - Channel 7 The school will also attempt to notify parents of closings using the District's automated Blackboard system.

School Day (Bell Schedule)

School Office Hours

West Fork High School office hours will be from 7:45 a.m. to 3:45 p.m., Monday through Friday. Office hours may vary during holidays and summer break.

School Phone Numbers

High School Office - 839-3131 High School Counselor - 839-3134 High School Nurse - 839-2101
Transportation Supervisor - 839-2366 School Resource Officer - 839-3131

School Colors

Black and Vegas Gold

School Mascot

Tiger

STUDENT IDENTIFICATION BADGE

Identification badges have been distributed to students as a part of our district security/safety plan for our campus in the overall protection of our students and staff. We believe that these badges make it easier for everyone on our campus to have a quick way to determine if individuals on our campus are legitimately affiliated with our school district/campus.

Every student will wear the approved school-provided identification badge during the school day. The badge must be located on the upper body of the student in a manner that can be easily seen by anyone. Failure to do so will lead to disciplinary action and a requirement for the student to retrieve their badge or to go to the office and get a temporary one assigned to them for that day. If they have lost/damaged their badge, they are required to go to the high school office and have a new one made. There will be a monetary charge for making another badge for students after the original one. Currently, it costs **\$5.00**.

SUB-SECTION I - GENERAL INFORMATION

ASSEMBLIES

Assemblies will be scheduled at various times throughout the school year. They are considered to be a part of the regular school day. Attendance to assemblies is mandatory unless otherwise stated by the principal. Students will be removed for not showing proper behavior, with disciplinary penalties.

CHANGING SCHEDULES

Schedules for existing students will be made at the Spring CAP conferences with the assistance of the student and parent. Every effort is made to honor the course requests made by the student and parent at CAP. Unfortunately, due to high enrollment, it may have been necessary to make minor changes to the requested schedule. Schedules for new students will be made upon their enrolling in our school. Once a schedule is set, schedule changes will be limited. No schedule changes will be made after the first five days of the semester. The principal reserves the right to make exceptions to this policy based on individual extenuating circumstances.

The following statements are acceptable reasons for requesting a schedule change:

1. If the student failed a second-semester class that they had expected to pass.
2. If the student was inappropriately enrolled in a class.
3. Seniors who must have a course for graduation.

The following statements are **NOT** acceptable reasons for a schedule change:

1. To have a different lunch period.
2. To have the same course with a different teacher.
3. To be with another student.

EXITING THE BUILDING PROMPTLY AFTER SCHOOL

Due to safety concerns and no assigned supervision after school, when the bell rings to end school, all students are to leave the building promptly. Exceptions would include students attending after-school tutoring with a teacher in a classroom, or students that are required to stay for extra-curricular activities. Those students will have an assigned location to wait. The computer labs will be closed to students as well. Students will be asked to clear the halls soon after the bell rings. Repeated violations may result in disciplinary actions.

MOTOR VEHICLE REGULATIONS

Students who find it necessary to drive to school must register the car's current insurance policy and present a valid driver's license to the office as per District Policy 4.33. Students drivers are asked to observe the following practices.

1. While driving on campus, reduce vehicle speed to less than 15 miles per hour. Speeding, spinning of tires, racing motors, loud music, and honking horns may cause driving privileges to be suspended, as well as possible citations to be issued.
2. Do not drive through the campus. Students are to enter and exit the school grounds via Park Street (the student road south of the High School.)
3. Park your car in the student parking lot immediately upon arrival in the morning and exit immediately to the main building. Once arriving at school in your vehicle, you may not leave campus until your scheduled time to leave.
4. Buses have the right of way.
5. Do not enter or vandalize any vehicle belonging to another person. The penalty is severe. Both school officials and the police will deal with vandalism. Parking off campus and sitting in a parked car (on or off campus) are violations.
6. All students shall use the student parking lot south and west of the school building and park in their assigned space. Violators may be towed at the owner's expense. Please notify the office if someone else parks in your spot. Do not take someone else's spot.
7. Parking along the street is a violation. No student will be allowed to park near the high school building.
8. Students must display the school parking tag from their mirror daily.
9. Students should keep doors locked at all times.
10. Any accidents in the parking lot should be reported to the office immediately.
11. Violation of any of the above could result in losing the privilege of driving their vehicle on the school grounds.

PARENTAL CONCERNS

If a parent/guardian has a concern over any matter, the parent is encouraged to first, by appointment, address his or her concern with the faculty or staff member involved if applicable. If the concern is not resolved after the initial consultation with the faculty or staff member involved, the parent should then contact the principal for further discussion and resolution. If the concern is with the principal, the parent/guardian is encouraged to address the matter first with the principal before contacting the superintendent of schools. If the concern is a more general concern, the parent is encouraged to contact the principal, dean of students, or counselor.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT- WEST FORK HIGH SCHOOL (6.12.1)

West Fork High School understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general goodwill between the school and those it serves. Therefore, West Fork High School shall strive to develop and maintain the capacity for a meaningful and productive parent, family, and community engagement that will result in partnerships that are mutually beneficial to the school, students, parents, families, and the community. To achieve such ends, the school shall work to:

1. Involve parents, families, and the community in the development and improvement of academic and extracurricular programs for the school;
2. Have a coordinated engagement program where the engagement activities of the school enhance the involvement strategies of other programs;
3. Explain to parents, families, and the community the State's academic and achievement standards, State and local student assessments and how the school's curriculum is aligned with the state's academic standards and assessments, and how parents, families, and the community can work with the school to improve student's academic achievement;
4. Provide parents and families with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community-based organizations to foster parent and family engagement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs that will promote positive partnerships between the school and parents, families, and the community;
6. Keep parents, families, and the community informed about parent, family, and community engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;
7. Find ways to eliminate barriers that work to keep parents and families from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;

8. Find and modify other successful parent, family, and community engagement programs to suit the needs of our school;
9. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
10. Provide reasonable support for other parental, family, and community engagement activities as parents, families, and the community may reasonably request.

In addition to this policy, the school district has developed a parental involvement plan at both the district level and school building levels, as prescribed by Arkansas Act 603 of 2003. These plans, which are reviewed annually, reflect the district's commitment to parent involvement including the following components: assisting families with parenting skills, communicating about school programs and student progress, recruiting family volunteers, involving families with learning activities at home, including families in school decision-making and collaborating with the community to coordinate resources and services.

PARKING LOT

1. Due to student supervision and safety, no student is to be in the parking lot during school hours without the permission of the principal or his designee. Those who do not follow this policy will face disciplinary actions.
2. Students who meet the regular criteria for being assigned a vehicular parking lot slot will be allowed to paint an approved personal design on their slot as per the standard operation procedures (a detailed copy can be obtained through the high school office) set through the principal's office and administered by the student council sponsor. No student can paint their slot without the express permission of the student council sponsor nor at any time other than set by the student council sponsor in consultation with the principal.

SUB-SECTION I - GENERAL INFORMATION

TELEPHONE

With permission from the office, students are allowed to use the telephone in the office only before school, between classes, at lunch, or after school. Students will not be permitted to use any of the other office phones in the school building without the expressed permission of office personnel. Absolutely no phone calls are to be made during class time. If a student becomes sick and needs to call home the secretary or principal will make the call.

SUB-SECTION I - GENERAL INFORMATION

LOCKERS/BACKPACKS

Each student is assigned a locker that should be kept neat and orderly. Lockers are the property of the West Fork School District and therefore can be searched as per District Policy 4.32.

Lockers are school property and you will be expected to utilize them in a careful manner. Jamming of lockers such that they will not lock is prohibited. Decorations, drawings, and etc. should not be displayed on the outside of the lockers without prior approval by the building principal.

Personal backpacks used to transfer books to and from school are also subject to searches as per District Policy 4.32. Backpacks should be carried to class or left in the students' lockers. If left in the locker, the backpack should not bend or damage the locker when closed. Backpacks and personal items should not be left in the halls or on student benches.

WFHS EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. arrive to class on time,
2. are prepared for class with all materials necessary for the class that day,
3. are attentive to the task at hand until dismissed by the teacher,
4. show respect and consideration for others, and
5. demonstrate care and consideration for school property and the property of others.

Each teacher is able to establish the rules and procedures for his or her classroom. You are expected to observe those rules and respond promptly to the direction of your teacher.

WFHS GENERAL PRINCIPLES OF THE CODE OF CONDUCT

Over the years, WFHS has been building a tradition of excellence. As a student of WFHS, you are asked to help contribute to that tradition. By maintaining high personal expectations for success and following the guidelines below, you both increase your opportunities for success and help make West Fork High School an excellent school.

1. Accept responsibility for your education, decisions, words, and actions.
2. Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
3. Be active in the school and community.
4. Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

These six general principles form the foundation of the code of conduct of WFHS. If you act in accordance with those principles, you will increase the likelihood of experiencing personal success in and satisfaction with school.

SUB-SECTION II – ATTENDANCE

ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a post-secondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

Study Halls

Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such study halls are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building. Exceptions to this rule can only be made with the principal's approval.

Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes are defined as school-sponsored activities which are not a Division of Elementary and Secondary Education (DESE) approved course counting toward graduation requirements or classes that have not been approved by the Division of Elementary and Secondary Education (DESE) for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

Course Enrollment Outside of District

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed

from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made. In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family.

The superintendent or designee shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

TARDIES (4.9)

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

MANAGEMENT OF TARDIES SPECIFIC TO THE HIGH SCHOOL

1. Any student at the high school that is tardy more than 49% of a class period, will have the tardy converted to an absence for that class period unless extenuating circumstances are present as determined by the principal or his designee.
2. High school students will be assigned lunch detention for each unexcused tardy as determined by the classroom teacher.
3. Any high school student caught outside their assigned classroom after the tardy bell has rung will be given one warning and then will be assigned to noon detention for every subsequent tardy. This procedure will start over at the beginning of each semester.

CHECK-IN PROCEDURE

Students arriving at school any time after 8:00 (beginning of 1st period) are required to check into the office. This includes a student returning from an appointment that has already been to school. Failure to check-in may result in being disciplined for truancy.

CHECK-OUT PROCEDURE

Students must come into the principal's office at the time of check-out when leaving during the scheduled day. Students must have a note signed by the parent or guardian granting permission to check out or the parent or guardian must be present to check the student out. If it is not possible to be present, the parent or guardian may speak to a school official in the office and check the student out over the phone. Any student checking out for medical purposes should bring a note from the doctor, dentist, etc. to be put on file. Failure to checkout appropriately will result in in-school suspension.

COLLEGE OR OTHER POST-SECONDARY INSTITUTION DAYS

West Fork High School seniors will be allowed up to three (3) absences for “college/other post-secondary institution” days, with no more than two in a given semester. These days must be arranged through the counselor’s office. These days will count as school business days. Juniors will be allowed up to two (2) absences for “college/or other post-secondary institution” days and will follow the same protocol as the seniors by making arrangements through the counselor’s office. (NOTE: Students must show evidence that they actually visited the college/ot other post-secondary institution by returning a form that has been signed by a college/post-secondary institution representative on the day they return back to our school.)

JOB SHADOWING DAYS

West Fork High School **seniors** will be allowed up to two (2) personal absences for “job shadowing”. These days must be arranged through the counselor’s office. Job shadowing days will count as school business days. Juniors and sophomores will be allowed one (1) absence for “job shadowing” and will follow the same protocol as the seniors by making arrangements through the counselor’s office. (NOTE: Students must show evidence that they actually visited the approved job shadow site by returning a form that has been signed by the job representative on the day they return back to our school.)

WITHDRAWAL PROCEDURE

To withdraw from school, students must come to the principal's office to obtain a withdrawal form. The student should be sure to return all school-owned materials and pay any charges owed. The withdrawal form should be presented to each of the student's teachers, the cafeteria supervisor, and the school librarian for them to complete. Upon completion, the student must bring the form back to the office. A copy of the form will be provided to the student to take to the school they plan to enroll in.

SUB-SECTION III – ACADEMICS

COLLEGE AND CAREER READINESS TRANSITION PLAN

Arkansas high schools must determine if high school students are meeting college and career readiness standards and offer a college transition course to better prepare those who do not demonstrate college and career readiness skills.

West Fork High School will use the 2023-24 ACT data to identify students who have not yet met the benchmarks for College and Career Readiness as set by the Division of Elementary and Secondary Education (DESE). Any student scoring below a 15 on the English portion of the ACT or below a 19 on the mathematics portion of the ACT will be offered the opportunity to enroll in a transition course.

The transition course for mathematics will include Algebra III or any course beyond Algebra II. The transition course for literacy will be 12th grade English classes that include two modules from the SREB literacy transition framework.

ACADEMIC INTEGRITY West Fork Schools requires academic honesty and integrity by its students. Students must work to be successful in the classroom based on his/her own merit. To this end, academic misconduct of any kind is unacceptable and may result in academic sanctions in addition to other disciplinary actions.

Acting with academic integrity means:

- taking credit only for your own work and giving full credit to others whose work has been incorporated, helped or influenced your work.
- representing your own work honestly and accurately.
- collaborating with other students only as specifically directed and authorized.
- reporting breaches of academic integrity to a teacher or administrator.

Conduct that fails to achieve academic integrity includes, but is not limited to:

- giving, receiving or attempting to give or receive any unauthorized aid relating to an examination or assignment; knowingly misrepresenting the source of any academic work;
- unauthorized changing of grades; unauthorized use of school approvals or forging of signatures;
- plagiarizing of another's work; otherwise acting dishonestly in regards to classroom work or assignments.

Specific examples of conduct that fail to achieve academic integrity include, but not limited:

- Cheating – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- Fabrication and Falsification – unauthorized alteration or invention of any information or citation in an academic exercise.
- Plagiarism – knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- Facilitating Academic Misconduct – giving or attempting to help another commit an act of academic misconduct; the impersonation of another student, or accessing another student’s school or technology accounts.
- Tampering with Materials, Grades, or Records – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- Copyright Laws – a violation of copyright laws. See the technology policy of the West Fork High School for more information.

A **first** offense or violation of academic integrity will result in the following:

- the student’s parent or guardian will be notified;
- the student immediately will be required to demonstrate mastery through an alternative assignment;
- disciplinary consequences
- pending administrative verification, could result in the loss of honors.

A **second** offense or violation of academic integrity will result in the following:

- the student immediately will be required to demonstrate mastery through an alternative assignment;
- a meeting will be held with the student’s parents;
- further more severe disciplinary consequences
- pending administrative verification, will result in the loss of honors.

Consequences imposed may be appealed by following the chain of command-

- parent and affected student meeting with the relevant teacher and principal;
- If still not satisfied or in agreement with the decision made at the principal level, the parent can appeal to the superintendent on behalf of their affected child.

ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE & HONORS COURSES (5.21)

Students in grades 7-12 who take advanced placement (AP) courses; International Baccalaureate (IB) courses; honors or concurrent credit college 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 points

F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course:

- The course must be taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and DESE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan; and

- The student takes the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable exam. Students who do not take the applicable exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP or IB course.

"Honors Courses" are those courses that have been approved by DESE as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation.

For career and technical education courses taken after July 1, 2023, career and technical courses that are eligible for weighted credit are those career and technical education courses that are approved by DCTE to exceed the curriculum standards for a non-weighted class and lead to an approved industry-recognized certification. A student shall receive weighted credit for each approved career and technical education course upon the student:

- Completing the relevant career and technical pathway; and
- Earning the high-value industry credential aligned with the career and technical pathway.

Students who transfer into the district will be given weighted credit for the AP courses; IB courses; or concurrent credit college courses; and other courses approved by the DESE and DCTE for weighted that were taken for weighted credit at his/her previous school(s) according to the preceding scale.

HONOR ROLL AND HONOR GRADUATES (5.17)

Honor Roll

Students in grades K-8 who maintain a 3.00-grade point average (GPA) for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 9-12 and who maintain a 3.30 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Honor Graduates

Students who have successfully completed the courses required for graduation from West Fork High School, have taken two years of the same foreign language or two WFHS approved concurrent college classes, and have a cumulative GPA of 3.50-3.79 will be designated as honor students. Those with a GPA of 3.80 or higher and have taken at least one (1) AP or college-level course (maintaining a “C” average through the completion of the course) will be designated as high honors. The GPA shall be derived from courses taken in public schools in grades (8) through twelve (12).

VALEDICTORIAN AND SALUTATORIAN

The high honor student with the highest GPA and who has been enrolled in a public school in grades 9 through 12 and in West Fork High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class.

The high honor student with the second-highest GPA and who has been enrolled in a public school in grades 9 through 12 and in West Fork High School for his/her entire senior year shall serve as the salutatorian of his/her graduating class.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student is not so identified.

CONCURRENT CREDIT (5.22WF)

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE) shall be given credit toward high school grades and graduation at the rate one high school credit for each three (3) semester hours of college credit. Students who successfully complete any of the courses from the table below may receive both college credit and the equivalent high school replacement credit listed. All other concurrent courses shall be applied toward the student’s graduation requirements as an elective.

College Course	College Credit Hours	High School Equivalent	High School Credit (Units)
U.S. History to 1877*	3	American History	1
U.S. History from 1877*	3		1
*Note: Students must take BOTH U.S. History courses to receive high school replacement credit.			
Public Speech	3	Oral Communications	1
Composition I	3	12th English	1
Composition II	3	12th English	1
College Algebra	3	4th Math Course	1
Western Civilizations I	3	World History	1
Western Civilizations II	3		1
*Note: Students must take BOTH Western Civilizations courses to receive high school replacement credit.			

As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes a three-semester hour remedial/developmental education course shall receive a one-half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student;
- The student’s parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and

- The publicly supported community college, technical college, four-year college or university, or private institution of higher education the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit earned through the concurrent credit program that was applied toward a course required for high school graduation from a previously attended, accredited, public school.

A student eligible to receive free or reduced-price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced-price meals are responsible for any and all costs associated with concurrent credit courses.

CORRESPONDENCE CREDIT

Correspondence credit is discouraged; however, if you are a junior or senior you may apply for a total of two units of correspondence credit. This may be counted toward graduation provided the following requirements are met:

- A formal request is made in writing to the principal and approved.
- Student and parent (s) must make arrangements with the counselor.
- The student understands that correspondence courses shall not be taken in lieu of regular courses offered at WFHS, unless the student has previously attempted and failed the course at West Fork High School.
- Students, who may not graduate otherwise, may be exempted from rule \# 3 with the approval of the principal.
- All correspondence work final grades must be in the hands of the WFHS counselor no later than the Friday before graduation.
- The correspondence course can be counted as an Arkansas Department of Education approved course.
- Correspondence course(s) may not be taken in lieu of the final semester of school.

Grades received for correspondence credit (s) will not replace the grades for previously attempted courses.

GRADE REPLACEMENT FOR REPEATED COURSES

A student may repeat a course at WFHS in order to improve his/her grade if room is available. Upon successful completion of the repeated course of the same title, the higher grade will be retained on the transcript, and the lower grade will be removed. Students cannot receive credit twice for the same course taken. Credit earned in approved college courses taken in lieu of regular high school courses is considered replacement credit. Students are strongly discouraged from retaking courses without the intent of replacing a bad grade.

MORNING TUTORING

As an additional intervention to help students, morning tutoring for any WFHS student will be available Monday through Friday, 7:30 to 7:55, in Room 4\ . National Honor Society students as part of their community service hours will provide the tutoring. The National Honor Society sponsor will supervise the program. Any student needing additional help is strongly encouraged to attend. The student merely needs to show up and ask for help.

RENAISSANCE PROGRAM

The Renaissance Program is built around the idea of recognizing academic excellence and commitment at West Fork High School. The program places an emphasis on what students are accomplishing in the classroom and gives these students well-deserved recognition for their achievement. Students can be recognized in the following ways:

Semester Recognition

- Superintendent's Honor Roll (4.0 GPA)
- Gold Honor Roll (3.99-3.75 GPA)
- Black Honor Roll (3.74-3.30 GPA)
- Perfect Attendance
- 0.5 improvement in GPA from the previous semester

Renaissance Rally

An academic pep rally is held each semester to honor those meeting the following standards at the high school level:

- 4.0 GPA for the semester
- 3.30-3.99 for the semester
- 0.5 grade improvement from the previous semester
- Perfect Attendance for the semester

Students recognized at the Renaissance Rally will receive varied rewards.

Individual Student Quarterly Recognitions by Teachers

- Tiger Pride Certificate

Additional forms or recognition can be awarded from the teachers, staff, or school during the school year.

GRADE REPORTING

The purpose of formal notification of grades at scheduled times is to inform the parents and students of the progress which the students are making. Parents will be notified by “School Messenger” at the mid- point of each grading period so that they can go on the school website through the “Home Access Center” and view their child’s “Mid-term Progress Report”. Parents will be notified again at the end of each quarter (the school year is divided into four quarters) by the Blackboard system for the purpose of viewing their child’s “End-of-the Quarter” grades, as well as semester grades at completion of the 2nd and 4th quarters. Parents who do not have access to the internet can contact the high school office to make alternate arrangements to receive reporting information on their child.

EXAMS

Semester tests will be given during the last three days of each semester. All teachers are to give semester tests.

1. Figuring semester grades: (The semester test shall count as one-fourth of the semester grade.)
 1. Determine the average of the two nine-week grades and multiply that average by three (3).
 2. Add the semester test score.
 3. Divide the total by four.

Example: 1st nine weeks average: 90

2nd nine weeks average: 70

$$90 + 70 = 160 \text{ divided by } 2 = 80 \times 3 = 240$$

$$\text{Semester test score: } 90 \text{ } 240 + 90 = 330 \text{ divided by } 4 = 82.5$$

Semester grade is a B

SEMESTER TEST EXEMPTIONS

(All online classes are not required to follow this policy. If a student is taking an online class, he/she must talk to that particular teacher about what is expected in regards to semester exams.)

9-12 grade students will be eligible for exemption in each class being taken based on the following criteria:

1. have an "A" in the class, not missed more than three days during the spring semester, and not been assigned ISS/OSS (Exception- Students will be allowed to attain ten community service hours, as defined by ESSA, to waive ONE in-school suspension assignment when considering eligibility for fall or spring final exam exemptions for the school year. All other criteria must be met.) or
2. have a "B" in the class, not missed more than two days during the semester, and not been assigned ISS/OSS (Exception- Students will be allowed to attain ten community service hours, as defined by ESSA, to waive ONE in-school suspension assignment when considering eligibility for fall or spring final exam exemptions for the school year. All other criteria must be met.) or
3. have a "C" in the class, not missed more than one day during the spring semester, and not been assigned ISS/OSS (Exception- Students will be allowed to attain ten community service hours, as defined by ESSA, to waive ONE in-school suspension assignment when considering eligibility for fall or spring final exam exemptions for the school year. (All other criteria must be met.).
4. all students who qualify through one of the criteria listed above must also have their textbooks, library books, and all other school property checked out to them returned or paid for and all other financial obligations to the school must be met at least 24 hours prior to the beginning of semester testing.

NOTE: Three (3) tardies to any one class will count as an absence in that class for exemption purposes. NOTE: Legitimate doctor, court, &/or dentist notes that indicate specific dates and/or times needed for the absence will not be counted towards the days allowed to be absent and still remain eligible in the above criteria.

Students that are exempted from a test(s) may choose to take a test without jeopardizing their current grade. School absences do not count towards a student's absence total.

GRADE CLASSIFICATION

Grade classification of students for the entire school year will be determined on the first day of school. Students will attend meetings and have privileges based on the table below.

Sophomore – A minimum of 4 units of credit earned

Junior – A minimum of 10 units of credit earned

Senior – A minimum of 16 units of credit earned. Students with less than 16 units must be able to provide proof of being enrolled in correspondence work and making adequate progress towards its completion as determined by the principal to be considered a senior.

CAREER & ACADEMIC PLANNING (CAP)

Career and Academic Planning (CAP) is a process of helping students and their parents design and follow a plan to enhance their success both in high school and later on as they transition to careers and college. In the spring, a team lead by the high school principal will work with the students and parents to establish an appropriate program of study.

DIGITAL LEARNING COURSES

(5.11)

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:
3. Manipulatives;
4. Hand-held calculators;
5. Other hands-on materials; and
6. 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 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.

**SUB-SECTION IV –
DISCIPLINE**

PROHIBITED CONDUCT SPECIFIC TO THE HIGH SCHOOL

The following rules and guidelines for the high school are in addition to District Policy 4.18.

1. Inappropriate public displays of affection; Students are expected to refrain from displaying affection towards one another at school. Public displays of affection include, but are not limited to hugging and kissing. Depending on the severity and frequency, punishment will be administered accordingly.
2. Lying to School Personnel Students should be truthful when dealing with school personnel. Consequences: A discipline report will be filled out and sent to the office. Punishment will include a conference with the principal and/or detentions, ISS, or OSS.
3. Forgery/ Altering School Forms/ Unauthorized Possession of School Forms Consequence: A discipline report will be filled out and sent to the office. Punishment will include a conference with the principal and/or detentions, ISS, or OSS.
4. Inappropriate student dress;
 1. Dress and grooming should be clean and in keeping with health and sanitary practices.
 2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.
 3. Dress and grooming should not substantially disrupt the educational process.
 4. 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. Designs that concern tobacco, alcohol, drugs, profanities, obscenities, suggestive wording, sexual innuendos, or gang symbols are prohibited as well.
 5. Students are permitted to wear headwear within the school building with the following limitations- individual teachers have the right to require students to remove headwear while in his/her classroom without cause. (For this rule, "classroom" will be defined as whatever physical space is being used by a teacher to conduct class, hold a meeting, etc.) Furthermore, an administrator can require a student to remove headwear anywhere on campus if it is causing a problem or is causing an unnecessary distraction. Finally, the following headwear remains prohibited: bandanas, hoodies, as well as no headwear, are permitted to be worn with the bill sideways or backward- the bill must be facing forward.
 6. Students are not to wear tops that expose the midriff or tops that allow cleavage to show. In addition, undergarments should not be visible.

7. Students are allowed to wear sleeveless shirts & tank tops as long as any part of undergarments cannot be exposed and clothing does not droop. Also, cut-off sleeves on shirts are not permitted.
8. Pants with holes are permitted; however, the start of any hole on the upper leg must not reveal the student's buttocks or undergarments when sitting, standing, or bending over. Lower garments (pants, shorts, and dresses) must not reveal the student's buttocks or undergarments when standing, sitting, or bending over.
9. Sunglasses may not be worn in the building without notice from a doctor.

Violations of the dress code will be dealt within the following manner:

1. Students who violate the dress code policy will be sent to the office with a referral.
2. Students who violate the dress code will be subject to disciplinary action and will be required to change their clothes before returning to class. Any class time missed due to dress code violations will be unexcused.
3. Subsequent offenses may result in ISS or OSS.

Minimum apparel allowance when attending the **prom**:

Girls can wear dresses or pant suits. Boys can wear tuxedos, dress suits, or a more western-styled look (sports blazer, dress vest, dress shirt, black or khaki jeans (not faded or frayed and no holes), and dress footwear (boots or shoes).

The school administrators will make the necessary decisions regarding questionable school dress. Special events may have specific dress codes that will be announced. Appropriateness will be determined by the principal.

5. Truancy:

Students who are not in their assigned location on campus without being granted prior approval by a school official are considered truant. Students who are absent from school without the knowledge of the school or their parents are also truant and will be subject to regular disciplinary action. When it is suspected that a student is truant his/her parents will be notified as soon as possible. No make-up work or credit will be allowed for the time of the truancy.

6. Inappropriate Use of Technology that Transmits Digital Images:

The inappropriate use of telecommunication devices capable of taking or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. These devices also pose a threat to be used to transmit images during testing. Inappropriate use will result in a five-day out-of-school suspension and possible recommendation for expulsion depending on the severity of the incident.

7. Care Of Building, Grounds, And School Property:

The people of the West Fork School District have invested thousands of dollars in the buildings, grounds, and instructional equipment and materials. It is the responsibility of each student to exercise care in their use. Defacing or destruction of school property or

facilities is strictly prohibited. Payment or item replacement will be required for any damage done. In addition, punishment may be assigned. Each student is encouraged to keep the school campus and classrooms as neat and orderly as possible in order that we may have a clean and presentable school. Trash cans are provided in each classroom and in the hall, please use them. Please do not mark on the walls, furniture, ceilings or any other part of the building.

8. School or Personal Property:

The student, not the school, is responsible for damaged, lost, or stolen personal property. All personal property should be marked, especially items of clothing, such as jackets, coats, and other items of apparel that could be misplaced. All valuables, including, but not limited to purses, money, and electronic equipment should be kept locked up when not in the student's possession. It would be in the student's best interest to leave all valuables at home as much as possible. A student caught stealing or attempting to steal private or school property will be subject to disciplinary measures as well as making restitution for the stolen property. In addition, the school reserves the right to press criminal charges against the violator.

9. Behavior not covered in preceding paragraphs; the administration reserves the right to punish behavior that is subversive to good order and discipline in the schools, even though such behavior is not specified in these written rules.

10. Students are not allowed to bring blankets to school to use during the academic school day. Blankets are allowed for field trips.

FAILURE TO FOLLOW COMPUTER USE AGREEMENT

As directed by District Policy 4.29 and 4.29F, the following consequences are recommended for violations of the Student Computer Use Agreement:

1st offense - 30-day suspension of account,

2nd offense - suspension of account for the remainder of the year,

3rd offense - permanent loss of computer privileges.

Modifications to these consequences can be made by building principals as deemed appropriate.

SATURDAY SCHOOL

Students may be assigned Saturday School by the principal for violations of school rules and/or the opportunity to make up class time missed due to excessive absences thereby restoring eligibility for credit. Saturday School will be held at the high school from 8:30 a.m. until 11:30 a.m. on the third Saturday of the month whenever possible. Dates can change due to conflict with other school-related activities outside the control of the high school (i.e., ACT testing, school holidays, etc.). It should be understood that it is not always possible to change the dates in order to avoid all conflicts that could arise. Rules and Regulations:

- Parents will be notified prior to the student being assigned Saturday School.
- For students wanting to make up an absence(s), attendance will be voluntary. Each hour served will make up one absence for one period missed.
- The sole activity allowed in Saturday School is silent study; therefore, students are responsible for bringing sufficient study materials to keep them busy for the entire period. A library book may be read upon completion of work. The student must notify the teacher (s) before attending Saturday School and must get a form signed to indicate the class from which the student wants to remove the absence (s).
- Students assigned to Saturday School must report on time and sign in. If a student is late, they may not be admitted. Discretion will be left to the teacher in charge.
- Students attending for rules violations will be suspended out of school for three school days if they are late or absent.
- Students involved in extracurricular activities on an assigned day due to rules violations may not participate in any kind of activities, including practice and competition, prior to completion of the Saturday School obligation.
- Work, oversleeping, or transportation problems are not valid reasons for missing.

The name of the certified staff member running Saturday School each month will be made available in advance to the student body so those needing additional help in a particular class may attend as well at their convenience.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

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:

Category I

1. Disrespect or failing to comply with reasonable directions or otherwise demonstrating insubordination
2. Disruption in the classroom
3. Horseplay
4. Inappropriate public displays of affection
5. Gambling
6. Dress code violations
7. Use of vulgar, profane, or obscene language or gestures
8. Excessive tardiness
9. Lying to school personnel
10. Cell phone policy violations
11. Academic dishonesty or copying work from another student or another author (including AI)
12. Selling products for personal gain is not allowed during the school day.

Category I Disciplinary Action

1st infraction--Student Conference with an administrator and parent phone call

2nd infraction--1 to 3 days of lunch detention and parent phone call

3rd infraction--1 day of ISS & Parent Conference

4th infraction- 1 day of ISS and 1 day of Saturday School (7th and 8th grade only)

Category II

1. Willfully or intentionally damaging, destroying, or stealing school property
2. Truancy--Leaving the school or being in an area in which students are not assigned or instructed to be during the school day.

3. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability (displaying inciting insignias such as “Confederate Rebel flags, swastikas, or gang symbols, etc. on clothing, hats, personal vehicle while on school property, etc.)
4. Hazing or aiding in the hazing of another student
5. Sexual harassment
6. Scuffling (any behavior that leads to a fight)
7. Bullying - SEE BULLYING (4.43) in district handbook
8. Stealing another student’s work and claiming it as own

Category II - Disciplinary actions

1st infraction--1 to 2 days of ISS (In-School Suspension) & Parent Conference

2nd infraction--2 to 3 days of ISS & Parent Conference

3rd infraction - 2 to 3 days of ISS and 1 day of Saturday School (7th and 8th grade only)

4th infraction-- 1 day of OSS (Out of School Suspension) & Parent Conference

Category III

1. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee.
2. Disorderly conduct (causes a inconvenience to the entire school learning environment or recklessly creates a risk of public inconvenience)
3. Fighting
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual.
5. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, tobacco, inhalants, prescription or over the counter drugs, intoxicants, vapes, and e-cigarettes.
6. Misusing medication or any medical supplies in their possession;
7. 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
8. 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
9. Possession or use of fireworks
10. Theft of another individual’s personal property

Category III - disciplinary actions

1st infraction--2 to 3 days of ISS & Parent Conference

2nd infraction - 2 to 3 days of ISS and 1 day of Saturday School (7th/8th grade only)

3rd infraction--1 day of OSS & Parent Conference

4th infraction--up to 5 days of OSS, Parent Conference, and Possible Expulsion

The Principal, Assistant Principal, or Dean of Students are authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis. When appropriate, students may be directed to complete service to the school or community.

SUB-SECTION V - STUDENT SERVICES/PROGRAMS

RIDING PEP BUSES AND ACTIVITY BUSES

Any student who rides a pep bus or activity bus to a school event will not be allowed to ride home with any other student or person other than his/her parent/guardian. Before the parent/guardian takes the student, the parent/guardian must sign out the student with the event sponsor. Any exception must be approved by the administrator on duty.

CAFETERIA

West Fork High School has a very well-equipped cafeteria with excellent cooks in charge. It serves substantial food. This is possible because the Federal Government pays a part on each meal served and furnishes commodities to be used. All eating during the noon period will be in the cafeteria or a designated supervised area. If a student brings his or her lunch, he or she must take it to the cafeteria to eat unless the principal announces another designated area.

The campus is closed during the noon period. No student may leave the school grounds. Students should conduct themselves in the cafeteria in an appropriate manner. Customary rules, regulations, and good manners will be followed. Breaking in line is not allowed.

GUIDANCE

The guidance program is designed to help the individual student realize his abilities, interests, opportunities, and limitations and act in accordance with these understandings. Problems such as dropouts, failures, course choices, and career decisions are concerns of this department. Parents as well as students are invited and encouraged to use the services offered by the counselor. Conferences are welcomed. Guidance is a cooperative effort of administrators, counselors, teachers, pupils, and parents. In an effort to provide the most help to the largest number of students, our guidance program is divided into the following areas.

1. A cumulative record for each student.
2. Educational, vocational, and personal information services.
3. Counseling service (the personal conference).
4. An adequate testing program.
5. Follow-up

SCHOOL RESOURCE OFFICER

As a result of a joint effort with the West Fork Police Department, a school resource officer (SRO) maintains an office at WFHS. This officer has received special training and is available to answer students' questions and to work with students in matters that may require police involvement. The officer is routinely involved with the safety and well-being of all staff and students. She is also an integral part of the auxiliary teaching staff. The resource officer is not a school disciplinarian. You may also see the officer in classrooms or visiting with students on campus.

LIBRARY

Special emphasis is being placed on the improvement of our library. Reading tables are provided for the use of students using reference material. Daily papers and many of the best magazines are available for students and teachers. Computers are available to provide word processing, electronic card catalog, and electronic information search facilities. Become familiar with the library and its use, and take advantage of the opportunities it offers for a richer education.

Here are some of the standard library regulations in effect at the library:

1. Books are to be checked out for a two-week period with an additional grace period of one week. Books can only be renewed once. A patron can only have three books checked out at any time. A fine of \$0.05 per school day will be charged for overdue items. Lost or damaged items must be paid for by the student who checked them out; a fine of \$0.50 will be charged for missing or damaged barcodes.
2. Books that are in demand by a whole class (ex. books needed for reports) are put "on reserve" and can be checked out for one period during school hours and for one night.
3. Students who continue to abuse their library privileges may expect to be deprived of those privileges.

SUB-SECTION VI - ORGANIZATIONS, CLUBS, & ACTIVITIES

PARTICIPATION IN MULTIPLE EXTRACURRICULAR ACTIVITIES (4.74WF)

Participating in extracurricular activities as a student is a privilege and a very demanding one at that. Most extracurricular activities have highly involved and time-consuming practice and competition schedules; however, research does show that extracurricular activities are an integral part of the educational curriculum and experience. Benefits of participating in extracurricular activities include learning about time management and prioritizing things; building character; making contributions to one's team allowing the student to grow as a person; raising one's self-esteem; building relationship skills; learning a work ethic; gaining self-discipline to name a few benefits. Research also shows that increasing student involvement can translate into improved academic performance as well as provide a training field for future leaders.

While there are many excellent benefits to participating in extracurricular activities for a student, one must consider how much is too much. Getting involved in a few different activities can be a great choice, and is definitely beneficial, but too many activities can end up having negative effects. Students involved in too many activities often end up having academic problems, or they may not get the rest and recreation that they need.

The West Fork School Board and Administration strongly encourage parents to allow their teens to participate in extracurricular activities if they want to get involved. At the same time, the Board and the Administration also encourage parents to talk to their teens and set some limits to participating in multiple extracurricular activities to make sure they can handle them.

The district will make every effort to afford its students the opportunity to participate in multiple activities as long as the master schedules allow students to do so; as long as the students can meet the requirements and time demands of those activities; and as long as the students maintain their academic eligibility requirements. Unfortunately, there will be numerous scenarios that will not allow or will limit students' participation in multiple activities. One such scenario could be when two activities have overlapping seasons, which could place a student in a position to choose one competition over another. Another scenario would be a student missing multiple practice times for one activity to attend a competition in another activity.

Should a student want to participate in multiple activities that are not currently allowed, a committee made up of at least one building level administrator and the coaches/sponsors/directors affected will meet and determine if the student's request to participate in multiple activities simultaneously will be allowed. Scenarios, like the two mentioned above, will be considered as well

as any other possible conflicts. Any appeals to the committee's decision will go directly to the Superintendent, whose decision will be considered final.

Dropping an Activity While Participating in Multiple Extracurricular Activities

If a member of a squad/team/other quits or is dismissed from one or more of their activities after the season has begun while participating in multiple extracurricular activities, he/she will not be allowed to participate in the other activity/activities until the end of the current season. Any exceptions to this rule must go before the committee mentioned in the preceding paragraph and all committee members must mutually agree. Any appeals to the committee's decision will go directly to the Superintendent, whose decision will be considered final.

SUB-SECTION VI - ORGANIZATIONS, CLUBS, & ACTIVITIES

HOLDING OFFICE

A student may only hold offices in two organizations. This is intended to allow more students to participate actively in organizations.

SUB-SECTION VI - ORGANIZATIONS, CLUBS, & ACTIVITIES

ORGANIZATIONS

Fire Marshalls	Junior Bank Board	Student Council	FBLA
NHS	Yearbook	AR Model U.N.	FCCLA
Skills USA	Class Officers	FFA	Foreign Language Club

Note: (The following organizations do not typically have student officers: Athletics, Band, Cheerleading, and Choir.)

Arkansas Model United Nations (AMUN)

The AMUN is a multi-disciplinary, educational program with the primary goal of providing high school students with a unique opportunity to enhance their communication skills, improve their critical thinking skills, and increase their understanding of diplomacy and international politics. The annual AMUN Conference provides a setting in which students are able to simulate representatives of various countries throughout the world in the decision-making bodies of the United Nations.

Athletics

West Fork High School sponsors nine major sports in which interscholastic competition is scheduled. The sports are football, baseball, softball, basketball, volleyball, golf, cross country, cheerleading, and track. The beginning and end of a season are determined by the Arkansas Activities Association. In order to be eligible to participate on a varsity team, students must meet the eligibility rules of the Arkansas Activities Association.

Band

The West Fork High School Band functions as The Tiger Marching Band, The Tiger-Dome Philharmonic Pep Band, and The Symphonic Winds concert band. Band is a yearlong course and students are normally enrolled both semesters. In rare instances, a student may only be able to enroll in only one semester and these situations are handled on a case-by-case basis with permission from the director. Students who are members of the marching band color guard and have no instrumental skills should enroll for the first semester only. If they desire to learn how to play an instrument they should also enroll in Band Methods I. The purpose of the West Fork Band is to provide the finest musical experience available, act as musical ambassadors for the school and community, present quality entertainment at all major athletic events, act as a catalyst for school spirit, and provide a solid training ground for those who plan to continue in band or as a music major at the college or university level.

Cheerleaders

The Senior High Cheerleaders are chosen in the spring from a panel of judges consisting of cheerleader sponsors from the area schools and/or cheerleaders from the University of Arkansas.

1. Cheerleaders are to lead cheers at athletic events and at pep rallies.
2. There is a Cheerleader Constitution plus other rules and regulations a cheerleader has to abide by.
3. Cheerleaders are required to go to camp during the summer.

Class Officers

Each class will elect the following officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Class elections will be held during the second week of the school term and the election of officers shall be by a majority of the votes cast. The duties of officers are as follows:

1. The president shall preside over all class meetings and is an ex-officio member of all committees.
2. The vice-president shall preside in the absence of the president and shall assist the president in all other duties.
3. The secretary shall keep an accurate record of all business conducted by the class and be prepared to report when requested.
4. The treasurer will receive and disburse all funds and will keep an accurate account of receipts and expenditures.

Class dues need to be paid each year. Class records will be kept by class sponsors. Dues for classes are:

1. Freshmen - \$3.00
2. Sophomores - \$5.00
3. Juniors - \$10.00
4. Seniors - \$10.00

Dues are used to help fund the following items:

1. Purchase materials to build class floats each year
2. Juniors dues help fund expenses of Prom
3. Seniors dues help fund graduation expenses such as flowers, decorations, and programs
4. Donations for class approved charitable activities
5. Flowers for tragedies
6. Other projects approved by the class

Family, Career & Community Leaders of America (FCCLA)

This is a national organization that functions in connection with Home Economics. Members must be currently enrolled or have had at least one semester of Home Economics. This organization gives emphasis to individual growth as indicated by the various degrees of achievement such as Junior Homemaker, and Chapter Homemaker. The motto of the organization is "Toward New Horizons".

Future Business Leaders of America (FBLA)

Future Business Leaders of America (FBLA) is a national organization designed to provide students additional opportunities in business and office education, as well as students interested in careers in marketing, management, and entrepreneurship. Membership is open to any West Fork High School student who is now currently enrolled in any business class, or has had at least one semester of any business class or classes in marketing, management, or entrepreneurship within the last two years.

Future Farmers of America (FFA)

The FFA is a national organization for students enrolled in vocational agriculture classes. Members gain leadership development, community involvement, and decision-making skills. FFA members are eligible to participate in leadership, educational, recreational, and judging activities.

Yearbook

Students in this class work both semesters to create the yearbook for all the buildings in the district.

Junior Bank Board

JBB is composed of juniors and seniors. JBB members are "ambassadors," for the Farmers & Merchants (Arvest) Bank by representing The Bank in various community functions. The goal of JBB is to gain knowledge of the banking industry and business in general by attending monthly JBB meetings featuring guest speakers from various departments in the Bank and local businesses. Meetings are once a month.

National Honor Society (NHS)

According to the constitution, the purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of American secondary schools. Students who are in the 10th through 12th grades are selected for consideration on the basis of a 3.50 grade-point average and are voted on by a faculty council, who makes its selection by considering character, leadership, and service.

Starting with 2021-22 inductees, a member must maintain a 3.5 GPA at the end of every semester of membership. Furthermore, an NHS member must maintain no lower than a "B" in any courses taken each semester.

If an NHS member falls below a 3.5 GPA or has a “C” at the end of any semester he/she will be given the next semester to bring the GPA back to a 3.5 or higher and make no less than a “B” in any given course taken. Failure to do so or a second drop below a 3.5 GPA and/or making a second “C” after having been on probation will result in permanent removal from the NHS.

Skills USA

Skills USA is open to students who are interested in learning and expressing their interests in learning a vocational skill and pride in workmanship. Activities include monthly meetings, fundraisers in the form of building and selling a furniture project, field trips to businesses in the area, community or school-related projects of importance, and competition in April in Hot Springs.

Foreign Language Club

Present and former students that have taken or are taking any foreign language can come together and maintain/improve their language skills, learn more about the people/culture(s), and have fun at the same time.

Student Council

The Student Council is an important organization in West Fork High School. The Council seeks to develop leadership, a sense of responsibility and plays an active part in making our school a better place. It offers a place where any student may be heard. It serves as the student organization that maintains an active schedule of co-curricular school activities, promotes school pride and spirit, scholarship, leadership, and supports community activities. Student Council activities include, but are not limited to the following: organizing Renaissance Rallies, running a blood drive twice per year, assisting with honors assemblies, Homecoming, Colors Day, and serving as student ambassadors for new students. In addition to these activities, they do many in-house service projects throughout the school year. The Student Council Constitution provides detailed procedures for its operations.

Election for the new officers and representatives is held in April. Students running for the office of President must give a speech before the entire student body. To become an elected member or an officer of the Student Council, students must have a minimum cumulative GPA of 3.30 and maintain exemplary conduct. In case of a tie for any Student Council **officer** position, a tiebreaker election will be held to break the tie. In case of a tie for any Student Council **representative**, the tie will stand and both students would become a part of the Student Council. Student Council meets every day for one class period.

STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)

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 well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternalities, 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.

HOMECOMING/COLORS' DAY ELECTION GUIDELINES

1. The sophomore class will elect two sophomore maids.
2. The junior class will elect two junior maids.
3. The senior class will elect one senior maid.
4. The entire school will vote for the queen and maid of honor for both Homecoming and Color's Day. The football players will elect the Homecoming Maid of Honor and the Queen.
5. Any young lady elected as a member of the court is not eligible to be chosen again until her senior year at which time she is eligible to be chosen as queen or as maid of honor only.

BLACK AND GOLD AWARD QUALIFICATIONS

1. There will be a Black and Gold award presented to one male athlete and one female athlete. The recipient must be a senior.
2. The student will have played at least 2 sports for each of their three years at WFHS while at the same time maintaining at least a B average for each of their three years at WFHS.
3. The student must show both leadership and citizenship qualities (should not have been Suspended or be a discipline problem).
4. Cheerleaders may be eligible for this award-they are athletes, too, and have put in as much time and practice as the athletes-but they must meet the same criteria. Their 2 sports would automatically be football and basketball season.
5. The recipient must meet all criteria. It is possible that we may not have anyone eligible for this award in any given year.

SUB-SECTION VII - SENIORS/GRADUATION INFORMATION

SENIOR EARLY RELEASE

Act 675 of 2003 passed by the Arkansas legislature requires students in grades 9-12 to attend school a full school day. Students may be released from school if their parents request an early release due to financial hardship or in a Department of Education sanctioned educational program and complete the appropriate paperwork. Senior Early Release rules and regulations can be picked up in the school office.

GRADUATING EARLY

Senior English must be taken at WFHS or through concurrent college credit. Correspondence courses are not allowed or accepted for early graduation. Students who graduate at the end of the fall semester of their senior year will not retain any privileges of active students during the ensuing spring semester. For example, they will not be allowed to participate in sports, choir, band, Prom (except as a guest of an active student), Graduation Ceremony, Project Graduation activities, or any other activities that are reserved for just active students at WFHS. Furthermore, early graduates need to be aware that they will not be eligible for “Lottery Scholarship” money for college enrollment in the ensuing spring semester (they can still apply and possibly be eligible for the next fall semester.)

SENIOR CLASS GRADUATION CEREMONY PREPARATION

The selection of announcements, caps, and gowns for graduation are made by the class during the year. Also, several money-making projects may be carried out by the class.

GRADUATION PARTICIPATION (5.16.1WF)

All students participating in the graduation exercise must have met all graduation requirements established by the school.

GRADUATION DAY-ELIGIBILITY

1. The student will be in line for graduation at the time his/her graduation ceremony begins.
2. The student will be in good standing in regard to behavior records. This will be determined by the principal of the high school.
3. All financial obligations to West Fork public schools must be met in full prior to the day of graduation in order to participate in the ceremony.
4. The graduate candidate must attend graduation practice.
5. The graduate candidate must follow all graduation protocols, including proper dress, punctuality, and comply with all instructions given by the principal and/or his designee(s).

GRADUATION CEREMONY

The graduation ceremony is a formal occasion. Graduates are expected to be dressed accordingly. Girls wear nice dresses or pantsuits and guys wear slacks, dress shirt, and tie. Alternate acceptable dress can be dark blue or black jeans that are not frayed and dress boots. (The selected boots and jeans would have to be approved ahead of graduation day by the principal.) Also, **NO** writing or any other decorations are to be worn on the graduation cap, gown, or person.