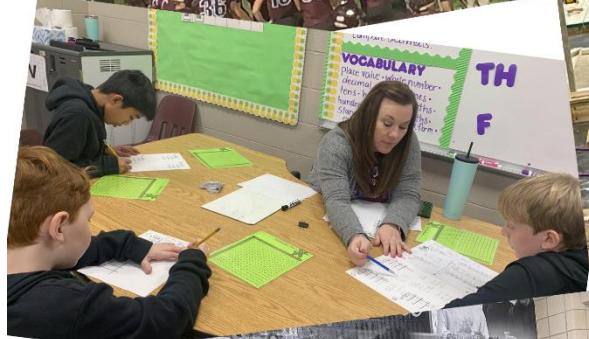


Benton

STUDENT HANDBOOK

2022-2023



Benton School District

<http://www.bentonschools.org>

Benton High School

211 North Border 501-778-3288

Principal – Curt Barger

Assistant Principal – Rusty Davis

Assistant Principal - Karen Hilborn

Assistant Principal – Tim Hornbuckle

Counselor – Rachel Phifer

Counselor – Lisa Ladd

Counselor – Dot Zaunbrecher

Counselor – Lysie Luper

Angie Grant Elementary School

1124 Hoover Street 501-778-3300

Principal – Lori Bacon

Assistant Principal – Mark Rash

Counselor – Misty VanDam

Caldwell Elementary School

1800 W. Sevier 501-778-4444

Principal – Diane Lovell

Assistant Principal – Christina Smith

Counselor – Alayna Ambort

Benton Junior High School

205 N. Cox Street 501-778-7698

Principal – Melissa White

Assistant Principal – Amber Binz

Assistant Principal – Matt McBride

Counselor – Donica Barger

Counselor – Devyn Cates

Howard Perrin Elementary School

1201 Smithers 501-778-7411

Principal – Stacye Shelnut

Assistant Principal – Kelly Keene

Counselor – Gabriel Rhynes

Benton Middle School

204 N. Cox Street 501-776-5740

Principal – Steve Quinn

Assistant Principal – Karen Crosby

Assistant Principal – Ashley McKell

Assistant Principal – Benji White

Counselor – Pasley Butler

Counselor – Rachel Dodson

Ringgold Elementary School

536 River Street 501-778-3500

Principal – Beverly Mayfield

Assistant Principal – Rhonda Redmond

Counselor – Robin Sparks

NAME _____	
ADDRESS _____	
CITY/STATE/ZIP _____	
PHONE # _____	STAT ROOM _____

TABLE OF CONTENTS

STUDENT ENTRANCE REQUIREMENTS	8
PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - DISTRICT	12
PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL	13
STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS	15
ASSAULT	15
ATTENDANCE/ABSENCES	15
BULLYING	17
BUS STUDENTS	19
CAFETERIA	19
CHECK-OUT PROCEDURE	20
CLOSED CAMPUS	20
DETENTION HALL	22
DISHONESTY	222
DISORDERLY CONDUCT	23
DRESS CODE	23
DRUG / ALCOHOL POLICY	24
DUE PROCESS	25
ELECTRONIC COMMUNICATION DEVICES	25
FALSE ALARMS	27
FALSIFICATION OF SCHOOL RECORDS	277
FIGHTING	277
GANG POLICY	28
GENERAL INFORMATION	28
HALL PASS	29
IMMUNIZATIONS	29
IN-SCHOOL SUSPENSION	31
INSUBORDINATION	321
INVESTIGATIVE PROCEDURE	32
LIABILITY FOR INJURY	32
LOSS OF EXEMPTION	33
NON-DISCRIMINATORY POLICY	33
NON-TRADITIONAL EDUCATION	33
PROHIBITED CONDUCT	34
PROHIBITED ITEMS	35
REQUIREMENT TO IDENTIFY SELF	35
REPORTING CHILD ABUSE AND NEGLECT	35
SATURDAY ALTERNATIVE SCHOOL	35
SEXUAL HARASSMENT	37
SUSPENSIONS AND EXPULSIONS	387
TARDY POLICY	38
TECHNOLOGY	388

THREATENING BEHAVIOR	39
TOBACCO OR OTHER CHEMICAL SUBSTANCES	39
TRUANCY	39
VISITORS	39
VOLUNTEERS	40
WEAPONS	40
VIDEO SURVEILLANCE	41
ACADEMIC COMPETITION	411
AP / IB / ADE HONORS COURSES	421
ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY	42
ARKANSAS SCHOLARS PROGRAM	43
CLASSIFICATION OF STUDENTS	43
CONCURRENT CREDIT	43
CURRICULUM	44
DROP-OUT PREVENTION	45
DROPPING A CLASS	45
GRADING SCALE	46
GRADE POINT AVERAGE	466
GRADUATION REQUIREMENTS	47
HOMEBOUND POLICY	48
HOMEWORK POLICY	49
MAKE-UP WORK	500
NATIONAL HONOR SOCIETY	51
NCAA REQUIREMENTS	52
NINE-WEEK COURSES	52
STUDENT PROMOTION AND RETENTION	52
REPORT CARDS	54
SCHEDULE CHANGE	54
SCHOLARSHIPS	54
SMART CORE POLICY	54
TESTS	57
TRANSFER CREDITS	57
UNCONDITIONAL ADMITTANCE TO PUBLIC INSTITUTION	58
GENERAL POLICIES	59
ASSEMBLY PROGRAM OR PEP RALLY	59
ATHLETIC DUAL PARTICIPATION	59
COMPULSORY ATTENDANCE	60
CONTACT WITH STUDENTS AT SCHOOL	60
COUNSELOR OR GUIDANCE SERVICES	60
DELIVERIES	60
DISTRIBUTION OF LITERATURE	61
DRIVES AND PETITIONS	61
DRUG SCREENING (Board Policy 4.71)	61

EMERGENCY EVACUATION PROCEDURE	64
FOREIGN EXCHANGE RESIDENCY	64
HOME SCHOOLING	64
MEDIA CENTER	65
MEDICAL INFORMATION	65
NONDISCRIMINATORY POLICY	70
ORGANIZATIONS	70
PARENT / TEACHER COMMUNICATION	71
PRIVACY OF STUDENT RECORDS	71
PROCESS FOR RESOLVING PARENTAL CONCERNS	73
SCHOOL CHOICE	74
SCHOOL SPONSORED TRIPS AND FIELD TRIPS	74
SIGNS AND POSTERS	74
SPORTSMANSHIP POLICY	74
STUDENT MEDIA POLICY	75
STUDENTS WITH DISABILITIES	75
TELEPHONES	75
TRANSPORTATION POLICY FOR SCHOOL SPONSORED EXTRA- CURRICULAR ACTIVITIES	75
WELLNESS POLICY-BHS, BJH	76
WITHDRAWALS	76

SIGNED AGREEMENTS

Students and parents are required to read and sign the following agreements:

1. An acknowledgment saying you are aware that you can access a copy of the Benton School District Student Handbook on-line at www.bentonschools.org and that you are aware of what is expected of you and to what penalties you will be subject should you not conform as it relates to the code of conduct for all students. You can also request a paper copy of the Benton School District Student Handbook through the principal.

Within five business days after signing the acknowledgement, students and parents should have reviewed the handbook and contacted an administrator with any questions or concerns.

2. An acknowledgment saying you also understand that if you use a computer that is the property of the Benton School District, you must sign the STUDENT ACCEPTABLE USE AGREEMENT at Benton Public Schools and must abide by the regulations. Failure to do so may result in loss of access privileges as well as disciplinary action ranging from a conference to expulsion and legal action.

Any violations of the Student Handbook may result in consequences ranging from verbal reprimand to expulsion. State Law, Federal Law, and Board Policy will always supersede campus handbooks. For any questions, please contact your child's building principal or the Central Office at (501) 778-4861.

Students are also required to read a Library Media Center Student Release of Record form. Students may sign this form and grant permission to release their library record (written or verbal) form to anyone they choose to list on the form. Persons not listed on the form will not be granted rights to the student's confidential library records.

A copy of the signed agreements will be kept on file in the school office.

Any parent or guardian who objects to his child's name or picture being placed in the newspaper or any publication for recognition purposes should go by the school office and fill out and sign an "OBJECTION TO PUBLICATION FORM." This needs to be taken care of immediately.

The Student Handbook is designed to acquaint students and their parents with the policies and regulations necessary to provide a safe, efficient, and effective learning environment for all students. Many of these policies are summaries of a more detailed policy contained in the School Board Policy of the Benton School District, which is available on the district website. Arkansas Law requires that this form be signed by the student and one guardian and be kept on file at the school.

As a parent/guardian of a student in the Benton School District, you have the right to know the professional qualifications of your child's teacher. Federal law allows you to ask for certain information about your child's teacher and requires the District to provide you with this information within a timely manner. Specifically, you can ask for the following information about your child's teacher:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certifications or degrees held.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

If you would like to receive any of this information, please come by the Benton Administrative Office, 207 W Conway, Benton, Arkansas during working hours (7:30 a.m. to 4:30 p.m. weekdays) and complete a Parent Request form.

Benton Public Schools does not discriminate on the basis of race, color, national origin, sex or handicap in any of its educational programs including vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Benton Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Benton Public Schools will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator at (501) 776-5777 and/or the 504 Coordinator at (501) 776-5777

FOREWORD

To Students: The Benton School District is a community in which all students are citizens. To live together as citizens in the community so that everyone may receive the greatest benefit from school citizenship, a student must understand and observe certain rules. When the privileges of citizenship are accepted, the student also accepts the obligation of playing the game according to the rules.

The district recognizes that students are guaranteed full rights of citizenship by the United States Constitution, and these rights may not be denied except in accordance with due process of law. This district further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program, regardless of race, sex, creed, national origin, or handicapping conditions.

IT IS IMPOSSIBLE TO LIST IN THIS HANDBOOK ALL OF THE RULES AND GUIDELINES FOR STUDENT AND STAFF USE. Therefore, the contents of this handbook should not be construed to limit or deny your rights and responsibilities on your own campus as a member of the student body or as a citizen; neither should it be construed as limiting or denying your principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.

To Parents: Your objective as parents and the objectives of the school in respect to your son or daughter are the same: to give him or her the best possible guidance toward the realization of his or her highest capabilities. To accomplish that goal, full cooperation between home and school is essential.

REGULAR AND PUNCTUAL ATTENDANCE is the greatest single factor in school success; therefore, your first concern should be to see to it that your son or daughter attends regularly. Parents who permit a child to be absent from school unnecessarily not only place a handicap upon the student's opportunity to succeed in his studies but also indirectly encourage the development in the student of poor attitudes toward his work and obligations. Your cooperation with school officials in the promotion of regular attendance by your son or daughter will be well worth the cost to you in time and effort.

PROVIDING FOR HOME STUDY is also a way you can contribute greatly to your son's or daughter's success in school. While there are a few subjects in which little or no work is necessary outside the class, the nature of the majority of subjects in the curriculum is such that work outside of class is necessary for satisfactory progress. Even though written work to be handed in has not been assigned, there is usually studying to be done in the subject.

A WHOLESOME ATTITUDE TOWARD SCHOOL and confidence in our teachers is essential for the student's maximum success in school. Students can learn little from a teacher in whom they do not trust or believe, regardless of how trustworthy the teacher may actually be. The wise parent, therefore, will bring any questions or problems to the principal and/or teacher personally, and will refrain from criticizing the school to the student and from encouraging habits of destructive criticism by lending a friendly ear to it.

HELPING TO ENSURE BEHAVIOR STANDARDS so that your children's behavior at school will be conducive to their own progress and not disruptive to the school's education program is also a responsibility of parents. Please alert school personnel when you have reason to believe that your children are experiencing difficulties at school or at home. You may further help the school to serve your child's interest by: 1) Making it your business to know your child's teachers; 2) Being certain that you see the report card; 3) Calling the office to report absences; and 4) Reading the handbook and understanding as fully as possible the operation of the school.

STUDENT ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy 4.01—RESIDENCE REQUIREMENTS or meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52- STUDENTS WHO ARE FOSTER CHILDREN.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District. A parent, guardian or other person having custody or charge of a child of kindergarten age may choose for that child to be exempt from kindergarten attendance by signing a waiver in the Superintendent's office prior to enrollment.

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

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

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

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

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent or guardian, shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.
2. The parent, or guardian, shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;

- e. An affidavit of the date and place of birth by the child's parent, guardian.
 - f. United States military identification
 - g. Previous school records.
3. The parent, or guardian, shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
 4. The child shall be age appropriately immunized or have an exemption issued by the Arkansas State Department of Health. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age. A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. 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.
 5. The parent, guardian, or other responsible person shall furnish a copy of proof of residence and real estate assessment. Proof of residence is one of the following: utility bill, rent receipt with current date, dated home purchase contract, real estate assessment or closing contract on construction of home.

Uniformed Services Member's Children

For the purposes of this policy, "Activated reserve components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

"Active duty" means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

"Deployment" means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

"Dual status military technician" means a federal civilian employee who is:

- a. Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- b. Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- c. Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

“Eligible child” means the children of:

- active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.
- “Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.
- “Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.
- The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in at his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program

(IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

Attendance Zones for Elementary Schools

All elementary students shall attend school within the attendance area where they reside. Parents who move from one attendance zone to another within the district must transfer their children to the proper school by the end of the current semester. Proof of residence is required when registering a student in the new school.

The Benton School District reserves the right to assign students to another attendance zone based on enrollment that would cause overcrowded conditions in a particular school or grade within that school.

Elementary Inter-Campus Transfer Protocol

1. Students will be transferred from one campus to another in order to establish equilibrium of student number within grade levels.

2. Transfers will be based on student registration. Those students who registered last will be the first to transfer to another campus.
3. There may be more than one available campus to accept students in the event that a certain grade level on a campus overflows. The school district will determine student placement based on student/teacher ratios.
4. Once a child is transported to a campus because of overflow, the child will return to his/her home campus when a position becomes available. Should the child choose to stay at their overflow campus, the parent will be responsible for the child's transportation for the remainder of the year.
5. Once a child is transferred to a campus because of overflow, the child will return to his/her home campus the following year.
6. No student will be required to transfer to another campus when they have been registered on three different campuses within a school year.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - DISTRICT

The Benton School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive 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 district shall work to:

1. Involve parents, families, and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parent, family, and community engagement activities;
3. Have a coordinated engagement program where the engagement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents, families, and the community the State's academic and achievement standards, State and local student assessments and how the district's curriculum is aligned with the state's academic standards and assessments and how parents, families, and the community can work with the district to improve students' academic achievement;
5. Provide parents and families with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs that will promote positive partnerships between the school and parents, families, and the community;
7. 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;
8. 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;
9. Find and modify other successful parent, family, and community engagement programs to suit the needs of our district;
 10. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
 11. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

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

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

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL

Each Campus in the Benton School District understands the importance of involving parents, families, and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, each School shall strive to develop and maintain the capacity for 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 Title I programs for the school;
2. Have a coordinated engagement program where the engagement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
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 students' 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 parental involvement 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 parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To help promote an understanding of each party's role in improving student learning, each school shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Each school shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents and families of participating students, to inform parents and families of the school's participation in Title I, its requirements regarding parent, family, and community engagement, and the parents' right to be involved in the education of their child.

Each school shall, at least annually, involve parents, families, and the community in reviewing the school's Title I program and parent, family, and community engagement policy in order to help ensure their continued improvement.

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

STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Each student in the Benton School District has the responsibility to maintain and promote the safe and orderly environment conducive to a quality education. This responsibility includes reporting any violation of school rules and/or violations of state laws to the proper authorities.

ABUSE (VERBAL AND PHYSICAL) OF A SCHOOL EMPLOYEE

VERBAL ABUSE shall include but not be limited to a student: cursing an employee, name-calling, derision, defamation or innuendo, intimidation, etc. Discipline will range from a minimum of suspension to a maximum of expulsion.

PHYSICAL ABUSE shall include but not be limited to a student: using any weapon against an employee, striking or pushing an employee, tripping, restraining an employee against his or her will, throwing at an employee, etc. Discipline will range from a minimum of suspension to a maximum of expulsion. When monetary damages are involved, restitution shall be one of the measures taken. The police may be called and civil charges filed when circumstances seem to warrant.

ASSAULT

Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of the Benton School System will result in a minimum of suspension to a maximum of expulsion.

ATTENDANCE/ABSENCES

1. The purpose of this attendance policy is to place primary responsibility for attendance upon the student and parent.
2. **BHS and BJHS** will make an effort each day to call parents or guardians of students who are absent. Parents are encouraged to call the school when their child is absent.
3. When a student returns from an absence, he/she must present a written excuse to the general office within five (5) school days. Checking a student out or calling the school to inform of an absence does not constitute an excused absence. As soon as the written excuse is received in the office, determination can be made as to whether the absence will be excused or unexcused. Consideration for an excused absence will be given only for the following:
 - (1) Physician's statement of illness (including specific days of absences);
 - (2) Death in the immediate family;
 - (3) Court appearances (acceptable only for travel time and actual time of court);
 - (4) Counseling appointment (acceptable only for travel time and actual time of appointment),
 - (5) Dental appointments (only for travel time and actual time of appointment);
 - (6) Freshmen and sophomores are allowed 1 college/career day per semester. All juniors and seniors are allowed 2 college/career days per semester. Forms must be turned in and approved for it to not count against their attendance for semester test exemptions or other.
 - (7) To participate in a 4-H sanctioned activity;
 - (8) To participate in the election poll workers program for high school students;
 - (9) To serve as a page for a member of the General Assembly;
 - (10) 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;
- (11) To obey a subpoena or to attend an appointment with a government agency;
- (12) Observance of recognized holidays observed by the student's faith;
- (13) Parental note (limited to five (5) days per term);
- (14) School trips or functions will not be considered absences.
4. Additional absences that are not charged against the allowable number of absences are those where the student was on official school business.
5. All other days will be unexcused. Credit may be lost or students retained when unexcused absences exceed:
BHS - four (4) in a term class and three (3) in a nine-week class.
BJHS, BMS and ELEMENTARY – six (6) per semester.
6. Pursuant to AR STAT. ANN. St 6-18-201 through 6-18-222, students who have unexcused absences will be referred to Juvenile Court and to the Department of Finance and Administration. 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 code.
Students may be referred to Juvenile Court when they reach the following unexcused absences:
BHS and BJHS - four (4) in a term class and two (2) in a nine-week class.
BMS and ELEMENTARY —six (6) per semester.
The Department shall suspend the student's learner's permit or operator's license unless he/she meets certain requirements specified in the code.
7. Suspension days will be reflected on the student's attendance record, but will not count toward the unexcused absence days.
8. Parents will be notified by letter when the following absences occur:
BHS - the second (2nd) unexcused absence from any term class. A letter will be sent only for the first class in which a student misses two (2) days. Letters will also be sent on the fourth (4th) and fifth (5th) unexcused absence from the term class in which he misses. Parents will be notified by letter on the first (1st) unexcused absence from any nine-week course. Letters will also be sent in these classes on the second (2nd) and the third (3rd) unexcused absence as well as every third (3rd) unexcused absence after six (6).
BJHS, BMS and ELEMENTARY – the first class when the student misses three (3), five (5), six (6) unexcused absences, as well as every third unexcused absence after six (6).
9. 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.
10. If a student misses over his limit the following policy will be put into force:
- A. The student must stay in the class and do the assigned work for the remainder of the term or nine weeks.
 - B. If the student has a failing grade in the course at the end of the term or nine weeks, he will receive a grade of "F."
 - C. If the student does not have a failing grade in the course at the end of the term or nine weeks, he will receive a grade of "No Credit."
11. Students who are absent during either all or part of the day shall not participate in any school activity on that day or night unless permission is given in advance by the principal.

12. **BHS, BJHS and BMS** - A student who is more than five (5) minutes late will be considered absent and must have a note from the office to enter the classroom. A student may be considered truant if this occurs.
13. **BHS, BJHS and BMS** - A student who leaves class five (5) or more minutes before the bell rings will be considered absent. Elementary: A student will be counted tardy if checked in within the first hour of the instructional day (between 7:51 a.m. and 8:50 a.m.) or checked out within the last hour of the instructional day (between 1:50 p.m. and 2:50 p.m.) (Including field trips). A student arriving one (1) hour or more late (after 8:50 a.m.) or checking out one (1) hour or more early (between 11:30 a.m. and 1:50 p.m. (including field trips) will be counted present one-half day.
14. It is the student's responsibility to make up all work missed. Missed tests will be made up at the teacher's convenience but not during class time. BHS and BJHS students will be required to attend school on Saturday or an alternate day to make up major tests (mid-term and finals).

BULLYING

Definitions

"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 may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that 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. Making racial comments towards others,
13. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
14. 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 individual 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:

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

"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.

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

BUS STUDENTS

Bus transportation is provided to students who live two (2) miles and farther from the elementary school attendance zone in which they reside. Students residing within the two mile zone will not be provided transportation by the district.

Bus discipline issues will be handled by the Director of Transportation. The Transportation Department uses levels of conduct behavior offenses for student misbehavior. Students who misbehave on the bus will receive disciplinary action ranging from student conference to expulsion.

Any bus discipline issues may also be reviewed by school administration and can result in school-based discipline also ranging from student conference to expulsion.

Any visitor riders must bring a note from their parent to be approved and signed by an administrator. The host student (for the visitor rider) must also bring a note from their parent to be approved and signed by an administrator. The approved notes must be given to the bus driver before boarding the bus. **Visitor riders will not be allowed on the bus unless both notes (from the visitor's parent and host's parent) have been approved by an administrator.**

CAFETERIA

The goal of the Benton Public Schools Child Nutrition Department is to provide student access to nutritious no- or low-cost meals each school day.

- However, unpaid charges place a large financial burden on our school. The Benton Child Nutrition Department must comply with USDA Child Nutrition Program requirements on unpaid charges, and provide oversight and accountability for the collection of outstanding student meal balance. The Benton Public Schools provides meals as a courtesy to students in the event that they forget or lose their lunch money. Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances for elementary students will be sent to parents/guardians at regular intervals during the school year. Written notices will also be sent periodically.
- Students/Parents/Guardians may pay for meals in advance via Ezschoollpay.com or with a cash or check payable to your child's school cafeteria. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.
- Refunds for withdrawn and/or graduating students are processed upon receipt of a written Meal Refund Request (available at your school). A check will be mailed to the parent or guardian responsible for the account. Students who are graduating at the end of the year will be given the option to transfer remaining balance to a sibling's account upon request.
- Collection of owed balances at the end of the year will follow the policies and procedures set by the school.

CHECK-OUT PROCEDURE

Students who become ill at school, have an appointment, or need to check out for other reasons, must sign out through the school office. This procedure does not automatically serve as an excuse for this absence. Only those listed on the student check out list may check out that student, unless notified by a parent/guardian otherwise. Students who are checked out and miss more than five (5) minutes of class will be counted absent for that period.

CLOSED CAMPUS

All schools in the Benton School District operate on a closed campus basis during school hours. 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 of the office upon their departure.

No students will be allowed to leave school during the lunch period and return after lunch unless checked out by a parent. Visitors for students are not allowed without prior approval from administration.

BEFORE AND AFTER SCHOOL

1. Supervision will be provided for students at the following times:
BHS, BJHS and BMS – 7:30 a.m.
Elementary – 7:20 a.m.
2. Students are not to be in the building without permission before the first bell.
3. Students are not to stop or linger on other campuses on the way to or from school.
4. Students walking to and from school are to obey all traffic laws, stay on streets and sidewalks, and avoid getting into private yards.

5. Students are not to leave campus for any reason without office permission once they arrive.
6. Students are under school authority on the way to and from school. Fighting and other prohibited behaviors that occur enroute may be dealt with as if it had happened at school.
7. Students are not to linger on school grounds after school.
8. Students who have more than three per semester pickups after 3:30 may be referred to DHS or Juvenile Court.

CORPORAL PUNISHMENT

Elementary and Benton Middle School

Corporal punishment may be administered by any certified employee of the District for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar, or insulting language or other conduct that would tend to disrupt the educational process.

The Board directs that corporal punishment, when deemed necessary, will be administered according to the following requirements:

1. Corporal punishment is authorized immediately for those acts of misconduct that are so disruptive in nature as to shock the conscience; otherwise, corporal punishment shall not be administered unless an attempt has been made to modify the student's behavior by some other means, and unless the student has been told that a continuation or repetition of the behavior may lead to corporal punishment.
2. When corporal punishment is administered, a school administrator must be present and it shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.
3. It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will it be excessive.
4. It will be administered to the lower posterior only.
5. Refusal to take corporal punishment may result in suspension.

Parents who prefer suspension rather than corporal punishment may sign a discipline form that is available in the principal's office.

When corporal punishment is used, a written report will be made and signed by the employee administering the corporal punishment. It shall also state the reason for its use and the name of the witness. The witness shall also sign the report verifying its accuracy.

DELAYED START FOR SCHOOL PROCEDURES

One (1) hour delay:

- All students will report to school exactly one (1) hour later than their normal time to report. (Example: If schools do not allow parents to drop their children off until 7:30 for an 8:00 am start, then they cannot drop their children off until 8:30 for a 9:00 am start.) On delayed-start days, any before-school detention halls, classes, or tutoring sessions will be cancelled.

- Students who ride buses will be picked up one (1) hour later at their usual bus stop unless specified otherwise by the Transportation Department.
- The Transportation Director will communicate with bus riders about any changes in plans for students riding buses.

Two (2) hour delay:

Follow the same procedures for a one (1) hour delay; just start two (2) hours later.

Alternative Method of Instruction (AMI) days:

If the District utilizes an AMI day, parents and/or students will be notified by the child's school.

Breakfast Plan:

- One-hour delay: We will be prepared to serve breakfast. As much as possible we will be serving the meal on the menu. Depending on the lunch menu and number of employees available, it may have to be a "cold" breakfast such as cereal, graham crackers, milk and juice.
- Two-hour delay: We will be prepared to serve breakfast. It will most likely be a "cold" breakfast due to the need for oven space being used to cook lunch.

Communication Plan:

- The Transportation Director will use an automated notification system to notify parents and staff of a school delay or closing.
- Once a delayed start has been determined, staff should know to follow these procedures as written.
- Any changes or modifications will be communicated to the principals by the superintendent or designee; principals would then need to communicate with their respective campus staff any changes.

***Safety during inclement weather is always a top priority for all staff and students; at no time do we want anyone to be put in danger due to dangerous road conditions; with this in mind, please use discretion and work with staff and students who communicate with the campus administration that they are unable to arrive at campus due to unsafe conditions; these guidelines are meant to be applied as a "rule of thumb"; there will be times when flexibility and discretion must be used to allow exceptions.

DETENTION HALL

BHS, BJHS and BMS

Detention Hall is for students who are tardy or have had a minor disciplinary problem. Detention Hall is held in a designated location. Students should check with each school regarding Detention Hall procedures.

A student who is tardy to Detention Hall will remain that day and will receive an additional day for being tardy. If a student is more than ten minutes late, he will not be allowed to stay and thus will receive no credit for being there. Students late or not showing for an assigned detention will receive consequences assigned from the individual school.

Check with individual schools for times and consequences for repeated offenders.

DISHONESTY

Students shall refrain from purposely deceiving or misleading any staff member in their efforts to gain factual information concerning any event. Also, students shall not be involved in any effort to receive credit for any assignment by dishonest means. This includes but is not limited to: copying, plagiarism, and stealing for which students will be required to redo the

assignment with credit given according to building level procedures outlined in the student manual. Consequences for this infraction range from conference to expulsion.

DISORDERLY CONDUCT

Students guilty of inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program are subject to a minimum of suspension to a maximum of expulsion.

DRESS CODE

Students' manner of dress and appearance should be in the interest of decency, cleanliness, safety, and health. Wearing apparel that creates disruptions at school will not be allowed. The building administrator will resolve disputes over items of dress and appearance.

1. Conventional shoes or sandals must be worn at all times. Appropriate footwear (tennis shoes) for PE should be worn.
2. Items of clothing or tattoos which display alcoholic beverages, tobacco products or drugs, firearms, or which have vulgar or inappropriate messages will not be allowed on campus.
3. Bandanas and kerchiefs are not allowed on school campus. Headbands may be worn but are not allowed to cover the ears. **Caps, hats, and sunglasses may not be worn in the building.**
4. Pants, jeans, or shorts must be in good, clean repair; they cannot have holes located above the 5-inch inseam line.
5. Extreme sagging and/or loose clothing will not be tolerated. For all clothing with waistbands, the top of the waistband must be no lower than the top of the hipbone.
6. Extreme styles in hair or clothing that may cause a disturbance or disruption will not be permitted. Hair color should be a natural color. Natural colors are blond, black, brunette, auburn, etc. Colors considered to be extreme are colors such as pink, purple, green, blue, etc.
7. No body piercing (except for ears) will be allowed. This includes plastic piercings.
8. Any clothing accessory, i.e., bracelet, necklace, etc. that can be used to inflict physical injury to another person will be deemed as a weapon and will receive punishment as specified in the Weapons section. Wallet chains are not allowed.
9. Pajamas, robes, blankets, and house shoes are not considered appropriate dress for school and thus will not be allowed. Flannel and cotton pajama pants are not allowed.
10. Face painting and non-medical facial adhesives are not allowed.
11. Clothing that is considered inflammatory in nature is not allowed.
12. Hoods (hoodies) cannot be worn over the head while in the building or classroom.
13. Dresses, skirts, shirts, and blouses cannot expose the midriff, back, chest, or cleavage. Low-cut shirts are not allowed.
14. All tops must be 3 fingers wide across the shoulder.
15. Shirts/Blouses made of translucent material or shirts/blouses made of knitted material (having holes) are not permitted unless the undershirt is of solid non-see through material that covers the shoulder.
16. No undergarments may show.

17. Any accessories that depict animal-like features are prohibited. This includes ears, tails, claws, and hooves.
18. No trench coats allowed.

Elementary Only

Shorts should reach the tips of the fingers when arms are placed at the child's side.

BHS, BJHS and BMS ONLY

19. Shorts must have a 5-inch inseam.
20. Dresses and skirts will be no more than 5-inches above the top of the kneecap. This includes dresses, skirts, or other tops worn with leggings, jeggings, or yoga pants that resemble leggings.

DRUG / ALCOHOL POLICY

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the 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 Benton School District shall possess, attempt to possess, consume, use, buy, 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, is en route to or from school or any school sponsored activity.

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

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 Policy 4.35—STUDENT MEDICATIONS.

The following procedures will be followed when students violate this policy:

Consequences

1. The parent or guardian will be notified.
2. Appropriate law enforcement authorities will be notified of violation.
3. Student discipline will range from suspension to expulsion.
4. A parent conference will be held before the student is permitted to return to school.

Sale and/or Intent to Deliver

Selling, distributing, or attempting to sell or distribute any form of alcohol, drugs, or over-the-counter or prescription drugs which may impair normal functions (emotional, physical, and/or cognitive) may result in recommendation to the Benton School Board for expulsion.

Any student found in possession of such above mentioned substances in such quantity that would indicate for the purpose of intent to deliver as determined by law may be recommended to the Benton School Board for expulsion. Any substance being represented as authentic drugs carries the same penalty.

DUE PROCESS

Every student is entitled to due process. Any student who feels aggrieved concerning any matter connected with the schools should apply first to the teacher/sponsor or the building principal.

ELECTRONIC COMMUNICATION DEVICES

The Benton School District realizes the impact technology can have on a student's education. If used correctly, it can broaden a student's ability to find and retrieve valuable information. As an educational tool, we welcome the opportunity to extend our students' knowledge base by allowing electronic communication devices in our schools. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

- Students may use electronic devices (with the exception of school-issued devices) on busses to text, play games or to listen to music (with earphones). Phone calls are reserved for emergency situations.
- Personal electronic devices and accessories must be turned off and put away before entering the building. Students may resume use of the electronic device at the end of the school day as outlined in the building procedures.
- School-issued devices must be stored in the school-issued bag and not be transported in backpacks at any time.
- Students are not allowed the use of electronic devices (cell phones, laptop computers, iPads, Nooks, smart watches, etc.) during class time in any manner other than specifically permitted by the classroom teacher. When permission is granted, the device must be turned on silent and only one ear piece may be used.
- Personal electronic devices must be turned off while students are in class during the instructional day unless permission has been granted by the teacher for instructional use. Noises (rings, alarms, text notifications, etc.) from electronic devices that interrupt classes will not be tolerated.
- Unless instructed by a teacher or administrator, when in a classroom or an assembly during the instructional day, electronic devices must be put away.

Any of the above violations can result in consequences ranging from a Conference to Out-of-School Suspension.

- Students are not allowed to send or receive personal calls, emails, or texts at any time throughout the school day.
- Students are not allowed to engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores.
- Unless the student is under the direct supervision of a teacher or administrator, at no time is a student allowed to video tape, audio tape, or take pictures of another person or pose for pictures being taken;

- Violations include, but are not limited to any of the above. Violations can result in a minimum of the following consequences:

BHS and BJHS

- First Offense: Saturday School
- Second Offense: Two (2) days of Saturday School
- Third Offense: Two (2) days of In-School Suspension
- Repeated Offenses can result in repeated Out-of-School Suspension to Expulsion.

BMS and ELEMENTARY - Consequences can range from a Conference to Out-of-School Suspension.

At no time should a cell phone or other electronic device be used as a means of cyber-bullying or the harassment of any student, faculty, or staff member. Violations of harassment or bullying with any electronic device can result in consequences ranging from:

BHS, BJHS and BMS - In-School Suspension to Expulsion.

ELEMENTARY - Conference to Expulsion

Students are not allowed to create, send, share, view, receive, or possess an indecent visual depiction of oneself or another person. Violations can result in consequences ranging from In-School Suspension to Expulsion.

Students have no right to privacy as to the content contained on any electronic device that has been confiscated.

While students are welcomed to bring their own cell phone, the Benton School District, nor any employee, is responsible for any student owned electronic device that is lost, stolen, or damaged. The Benton School District will not be responsible for any costs incurred for data usage.

No electronic devices with audio/video recording and/or photographic capabilities shall be accessible at any time during state mandated test administration by students or test administrators. This includes cell phones, cameras, MP3 players, iPods, smart watches, etc. These types of electronic devices should be left at home on the day of state mandated testing. If an electronic device is brought into the testing room, before testing materials are passed out, the electronic device will be turned off, collected by the administrator, and stored away until after testing materials have been collected, at which time it will be given back to the student without repercussions. The district is not responsible for loss or damage to phones brought into the testing environment. The safest place for devices is at home on state mandated testing days.

If an electronic device is accessed during testing, the device will be confiscated and checked by the district test coordinator to see if information about the test has been saved, sent, or received. Disciplinary actions ranging from ISS to suspension will be taken. The parent or guardian will be required to pick up the device, and if the test has been compromised, a DO NOT SCORE label will be placed on the student's test and the parents may be responsible for the cost of replacing any compromised test items.

If an electronic device rings or vibrates during testing, but is not accessed, the device will be confiscated and parents will be required to pick up the device. In School Suspension will be assigned, and the student's test will be scored.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

If an electronic device is removed from a student for disciplinary action, the device must be picked up from the school by a parent.

BHS MacBook Rules and Procedures

- Students are ultimately responsible for their own assigned MacBook. Students should not share, or lend out their MacBooks to anyone at any time. This includes time outside of school.
- MacBooks are required to be in the carrying case supplied by the school when not in use.
- Students may not have their MacBooks out in the hall, cafeteria, bus, or any other location on campus other than the classrooms or library unless under the direct supervision of a teacher. Any violations of this rule will result in a Saturday School.
- Students are prohibited from playing games on their MacBooks during school hours.
- Students are prohibited from placing any stickers or adhesives on their MacBooks or MacBook bags. Students may purchase a hard shell for added protection of their MacBook.
- Students are expected to bring their MacBooks charged every school day. If a student does not have his or her MacBook, or their MacBook is not charged, they may check out a device with their teacher. Students who do not have their MacBooks on three separate occasions will become a "Day User" for the remainder of the semester, or an amount of time determined by administration.
- Students who have been deemed "Day Users" must check out their MacBooks from the library by 7:45 a.m. These students will return their MacBooks to the library immediately following their last class at BHS.
- All non-educational electronic activity is prohibited.
 - First Offense – Saturday School
 - Second Offense – Two days In-School Suspension and student will become a "Day User"
 - Third Offense – Two days Out of School Suspension

EXTRA CURRICULAR/OFF-CAMPUS SCHOOL EVENTS

Students at school-sponsored off-campus events will be governed by school district rules and regulations and be subject to the authority of school district personnel or authorized chaperones. Failure to obey the rules and/or failure to obey reasonable instructions of school district personnel shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in disciplinary action applicable under the regular school program. This campus adheres to Board Policy 4.56 Secondary; 4.56.1 Elementary regarding extracurricular activities.

FALSE ALARMS

State law ACA § 5-71-210 makes it illegal to submit any type of false alarm, i.e. 911 calls, bomb threats, fire, etc. Students found guilty are subject to discipline ranging from warning to expulsion. Since this is considered a Class D felony, appropriate law enforcement agencies will be notified.

FALSIFICATION OF SCHOOL RECORDS

A student who falsifies any school record will be subject to suspension.

FIGHTING

Fighting, including verbal altercations, will not be tolerated on school grounds or at any school activity. Local law enforcement may be notified. Consequences will range from conference to expulsion.

GANG POLICY

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions.

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Violation of this policy will result in a minimum five (5) days out-of-school suspension to a maximum consequence of expulsion for the first offense. The second offense will result in an immediate expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

GENERAL INFORMATION

- For safety reasons, wheeled backpacks are not allowed.
- Money sent to school by all students should be sent in an envelope with an explanation on the envelope telling us what the money is for. If you have more than one child in school, please allow each one to bring his/her own money to class rather than sending one check for all.
- Students in elementary schools are encouraged to go outside for recess whenever possible. Any student remaining inside must bring a note from his/her parent each day he/she is to remain inside. After three days, a note from a doctor is required to stay inside.
- Creatures to be shared with a class may be brought to school by making special arrangements with the teacher.
- Games that involve tackling, shoving, and wrestling will not be played at school.
- Chewing gum and stick suckers may not be brought to school except on designated days.
- Cupcakes, cookies, or processed foods made predominantly from sweeteners are not allowed to be brought to school by students or parents for celebrations or snacks unless it is one of the "Nine Food Event Days" set aside in accordance with the Division of Elementary and Secondary Education Rules Governing Nutrition and Physical Activity Standards.
- **Elementary Only:** Teachers will plan Christmas and Valentine parties for each class. Birthday and other holiday parties are not permitted. For the welfare and protection of our children no home-cooked or baked foods such as cupcakes, cookies, etc. may be

brought for any parties or refreshments. Parents are asked not to bring other siblings to class parties.

Birthday party invitations other party invitations, or gifts are not to be distributed at school unless the entire class, or all girls or all boys, is to receive an invitation or gift.

- **Elementary Only:** Individual pictures are made at the school each fall and spring and class group pictures are also made. There is no obligation to purchase the school pictures.

All Other Schools: Individual pictures are made at the school each fall. There is no obligation to purchase the school pictures.

- Parents are welcome to attend their child's grade level field trip and must provide their own transportation, but we ask that you not bring other siblings.

HALL PASS

A hall pass is necessary when a student leaves the classroom during the period.

Students found in unspecified areas are subject to disciplinary action ranging from:

BHS - A minimum of Early Detention Hall to a maximum of suspension.

BJHS - A minimum Detention Hall to a maximum of suspension.

IMMUNIZATIONS

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
- 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) days 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.

IN-SCHOOL SUSPENSION

BHS, BJHS and BMS

Students may be assigned by administrators to In-School Suspension for a set number of days. The following rules apply to the In-School Suspension program.

1. All rules and regulations, as listed in the Student Handbook, are in effect while in ISS.
2. Students may bring their lunch from home or purchase a school lunch. Soft drinks, candy, and gum are not allowed in ISS.
3. Students are to arrive at the ISS room by 7:50 a.m. and stay until the end of the school day.
4. Students are to bring all their textbooks, notebooks, and supplies in order to work all day. No one will be allowed to leave to get supplies. No student will be allowed to borrow materials or books from other students.
5. Students must stay all day in order for it to count. Leaving ISS early for any reason will not count as a successfully completed ISS day and will have to be made up.
6. Students in ISS are not allowed to attend, practice, or participate in any school related activities that take place on the day the student is in ISS. STUDENTS ARE NOT TO BE ON ANY SCHOOL CAMPUS FOR ANY REASON WHILE ASSIGNED TO ISS.
7. If a student is absent while assigned to ISS, he/she must make up that day before being released from ISS.
8. Students must go directly to the ISS room upon arriving on school grounds, go to their assigned seat and start work immediately. Work will be assigned by the ISS supervisor or by their classroom teachers. The student will not be released until all assigned work is completed.
9. Students will raise their hand and obtain permission from the ISS supervisor before speaking. Students are not to communicate with each other while in ISS.
10. Students will not sleep. They will NOT lay their head on their arms, desk, or partition.
11. Failure to follow the rules/procedures of the ISS program will result in additional ISS days and/or out of school suspension (OSS) being assigned for breaking the rules. OSS will be for the remainder of the original ISS time plus additional time for breaking the rules of ISS.

INSUBORDINATION

Students are expected to follow all instructions given by any staff member while on campus or any school related activity. Refusal or failure to comply can be serious and is punishable by:

BHS, BJHS and BMS - a minimum of detention hall to a maximum of expulsion.

Elementary - a minimum warning to a maximum suspension.

INVESTIGATIVE PROCEDURE

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. 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 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, person having lawful control of the student, or person standing in loco parentis. 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 the 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 or guardian notice that the student has been taken into custody by a 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.

LIABILITY FOR INJURY

Each student is responsible for his/her conduct at all times. A student who causes injury to another student or a school employee will be liable for any damages and is subject to a minimum of warning to a maximum of expulsion.

LOCKERS

BHS, BJHS

Lockers are for storage of books, notebooks, and lunches. Valuable items or money should never be left in them. Keeping your locker locked, its combination secret, and not sharing it with others is the best way to avoid missing the contents.

Use only the locker assigned to you and use only the lock provided by the school. The rental fee of the locker with a lock furnished will be \$5.00 per year. If the lock is misplaced or lost, the student will be charged \$5.00 at the end of the year to replace the lock.

Do not use paint of any kind on the inside or outside of any locker. Do not write or mark on the lockers. Do not rig lockers to open automatically. Stick-on type materials of any kind are not permitted on the outside of any locker. Damage to a locker may result in disciplinary action.

A locker is considered school-owned and is subject to a search at any time.

The student to whom the locker is assigned is responsible for the contents and for any damage done to the locker.

LOITERING

No person, including students, shall loiter on or near the school grounds of any school at any time without expressed lawful business. Loitering is defined as "to hang around or linger on or within 100 feet of any school" (AR Code 6-21-607).

Students are not permitted on any other campus at any time. This includes before school, during school and after school. If legitimate business requires a visit to one of the other campuses, the student should first seek approval. Students violating this policy will be subject to disciplinary action ranging from a conference to suspension.

LOSS OF EXEMPTION

BHS and BJHS

Students who are placed in In-School Suspension because of disciplinary infractions or receive out-of-school suspension will lose their right to be exempt from semester tests.

NON-DISCRIMINATORY POLICY

It is the policy of the Benton Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the District Equity Coordinator or the Director of Personnel/Student Services:

Director of Personnel and Student Services
P.O. Box 939
Benton, AR 72015
Telephone Number: 778-4861

NON-TRADITIONAL EDUCATION

FUSION ACADEMY (Grades K-12) The Benton School District provides Fusion Academy, an alternative learning environment for students meeting the Division of Elementary and Secondary Education eligibility requirements. The purpose of the program is to prepare students by providing intervention services (academic and behavior) to address the barriers that contribute to success in school. Academic classes are provided by on-line courses. Students assigned to Fusion Academy will be expected to follow all rules and procedures established by staff and administration. Students attending Fusion Academy are not to be on any other school campus or any school sponsored event for any reason without permission. Exceptions can be made to allow a student to attend school functions if administrators from both Fusion Academy and the home school agree that such an exception is warranted.

HUB (Grades 9-12) The HUB is a non-traditional learning environment for students in

grades 9-12, that offers the possibility of flexible seat time for students who are eligible for Fusion Academy. Academic classes are provided by on-line courses offered by Arkansas Virtual High School through the Arkansas Department of Education. Students who attend the HUB may also be eligible for JAGG, a class that promotes job/volunteer training aimed at preparing students for success after high school. Students who participate in the HUB and JAGG programs must be able to provide their own transportation to and from school and their job/volunteer site. Students who do not meet the expectations required for HUB students will be transitioned back to Fusion Academy. HUB students will be housed on the Benton High School Campus and will be required to follow all rules and procedures established by staff and administration at Benton High School.

PROHIBITED CONDUCT

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. Consequences of prohibited conduct will range from a conference to an expulsion, dependent upon the severity. 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;
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 or another person's property. The party responsible for destruction will provide for restitution as determined by the administration. Parents of a minor child may be held responsible for monetary damages. Students who destroy property of other students and/or staff members away from campus will violate this policy if determination is made that the act was a culmination of events that occurred on campus.
7. Possession of any paging device, beeper, or similar 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, sexual orientation, gender identity, 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;
24. Littering;
25. Theft of another individual's personal property
26. Possession of drug paraphilia; and
27. Behavior not covered.

PROHIBITED ITEMS

Contraband such as laser lights (ACA § 6-18-512), all sports balls, lighters, matches, CD players, chemical agents, ammunition, and fireworks will not be allowed on school campus without prior approval. If such items or devices are brought to school it will be collected by the teacher and handed to the principal. Students who violate this policy are subject to disciplinary action that will range from a minimum of a student conference to a maximum of expulsion.

REQUIREMENT TO IDENTIFY SELF

All persons must, upon request, identify themselves to all school authorities in the school building, on school grounds, and at all school-sponsored events. Failure to do so will result in a minimum of a conference to a maximum of a suspension.

REPORTING CHILD ABUSE AND NEGLECT

It is the policy of the Benton School District to comply with the state's Child Abuse and Neglect Reporting Laws and with the mandatory reporting section of those laws. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes abuse or neglect as defined by law, shall immediately become responsible for making a report to the Department of Human Services.

Legal Reference: AR Code 12-12-507

SATURDAY ALTERNATIVE SCHOOL

BHS and BJHS

The main purpose of this school shall be to help students remain in school instead of being suspended; however, Saturday School is not available to students who are found guilty in the use of drugs, alcohol, fighting, and employee abuse.

Saturday Alternative School will be offered every Saturday during the school year, excluding holiday weekends (Thanksgiving, Christmas, spring break). It will be held at Benton High School. Failure to attend Saturday School without prior approval or failure to comply with all Saturday School rules will result in disciplinary action ranging from Saturday School reassignment to out of school suspension. **In the event of inclement weather and school is not in session the Friday before a scheduled Saturday School, it will be**

canceled. If inclement weather is forecast for Friday night and/or Saturday, we will inform students of the cancellation by school announcements.

The rules are as follows:

1. At least one parent must bring the student to Saturday School and check him/her into class and agree to be available in case of illness or misbehavior by the student during the hours of Saturday School. Parents and students will enter through the front door. There must be an emergency telephone number left with the supervisor before the parent leaves. Arrangements must be made to remove the child from Benton High School campus promptly at 11:30 dismissal. Failure to follow these guidelines could result in loss of Saturday School as a disciplinary option.
2. Each school defines the necessary materials students should bring to Saturday school including a fully charged school-issued device. No magazines or newspapers will be allowed.
3. Appropriate school clothing must be worn. Tank tops, muscle shirts or shirts with suggestive slogans will not be allowed. Shorts must be an appropriate length.
4. Saturday School begins at 7:30 a.m. Doors will be locked at this time and no one will be permitted to enter late.
5. Productive and meaningful activities are expected throughout each session. Head on desk or sleeping will not be tolerated; students will be sent home if this occurs.
6. Vending machines are available during break.
7. All classroom/school rules and regulations will be followed during the Saturday Alternative School.
8. Only verifiable physician statements will be acceptable as an excuse for not attending Saturday School unless absence is approved by administration.
9. If a student cannot attend Saturday School on the assigned date, the parent shall contact the administration before the end of the school day on the Thursday prior to the Saturday School assignment. At that point the administration may delay the assignment due to genuine and verifiable conflicts.
10. If a student becomes ill during the night and a parent notifies a school official on-site the morning of the assigned Saturday School, the Saturday School shall be reassigned.
11. The policies concerning the use of cell phones during regular school days applies during Saturday School.

SEARCH AND SEIZURE

According to ACA § 6-21-608, it is unlawful to conceal any gun, illegal drug, or other contraband in any school-owned desk, locker, or other school-owned property; said property may be searched by any school official employed in a supervisory capacity without obtaining a search warrant. Whenever said school official discovers any gun, illegal drug, or other contraband in any school-owned property assigned to an identifiable student, appropriate action for discipline, expulsion or prosecution shall be within the discretion of the supervisor of the premises. In the event that prosecution by local authorities is pursued, the supervisor shall release said contraband to the local prosecuting authorities to be used as evidence in court. Any evidence obtained by use of the procedure as defined in this Act shall be legally admissible in any court in this state.

The following general rules will be followed:

1. General searches of school property may be conducted at any time.
2. Illegal items such as firearms or weapons, or any other articles reasonably determined to be a threat to the safety or security of others shall be seized by school authorities.

3. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
4. Refusal to submit to or flight to avoid a non-intrusive physical search when reasonable suspicion exists may result in a minimum of suspension or a maximum of expulsion.

SEXUAL HARASSMENT

Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student, employee, or agent of the District to harass another student, employee, or agent of the District through conduct or communications of a sexual nature. Students and school district employees should report alleged violations of this policy to building counselors, building principals, or the District Equity Coordinator at 778-4861. Students who violate this policy are subject to disciplinary action that will range from a minimum of a conference to a maximum of expulsion.

STUDENT DISCIPLINE

The Benton 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; off school grounds at a school sponsored function, activity, or event; 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.

The District's student policies are available on-line at www.bentonschools.org, click on Handbook. Parents or students can request a paper copy of the handbook from their principal. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they are aware of where they can access the student handbook and that they can request a paper copy of the handbook if they so desire.

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.

SUSPENSIONS AND EXPULSIONS

Suspensions

The principal of any school or his designee is authorized to suspend students from school for disciplinary reasons for a period of up ten (10) school days, including the day upon which the suspension is initially imposed.

The principal or designee shall inform the student of the alleged charges or accusations and the basis of the charges or accusations. If the student denies the charges, the principal shall explain the evidence which forms a basis of the charges and shall permit the student to present his side of the story. If the principal or designee still considers that a suspension is proper, he shall send the student home for one (1) to ten (10) days. If the principal or designee feels it necessary, he may request a principal-parent conference upon the return to school.

Students who are suspended are not allowed on any school premises. No suspended student will be allowed to attend or participate in any Benton Public School activity.

Students suspended from school for disciplinary reasons may be allowed to make up school work at a time and place designated by the principal. Failure to do so at the specified time will result in loss of credit for the work.

Expulsions

In the event that a student's behavior/actions warrant an expulsion, the following procedure will be followed:

1. After the principal has met with the student and held a due process conference, the parent or guardian will be informed about the referral to the Superintendent for possible recommendation for expulsion. The principal will send a written referral to the Superintendent, or his/her designee.
2. The parent or guardian will be directed to contact the Assistant Superintendent for Student Services immediately at (501) 776-5710 to set up a conference.
3. The Assistant Superintendent will meet with the student and parent or guardian to discuss the expulsion recommendation with them and to discuss their option for an Expulsion Hearing before the Benton Board of Education.
4. An expulsion hearing before the Board of Education will follow all guidelines set forth in Section 4.31 of the Board of Education Policy Manual.

TARDY POLICY

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.

Each school shall establish a uniform procedure in which to discipline students with respect to tardiness. Information related to each school can be found in the School Procedure and Guideline Manual.

Tardiness to school in the morning is disruptive, and repeated tardiness cannot be tolerated. Students who have excessive tardies (more than 10 in a semester) may be referred to DHS or the Juvenile Court.

TECHNOLOGY

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum and the STUDENT ACCEPTABLE USE AGREEMENT. The Benton School District Internet content is filtered by the State Department of Education of Information and Services through APSCN. This filter prevents computer users from accessing material that is harmful to minors. Students who violate the technology policy will receive disciplinary action ranging from a conference to suspension.

HAC is an internet based technology tool designed to allow parents to monitor academic progress of their children. Parents may request their student's password/s to view this information through the school office. Whenever HAC and/or e-mail is not functioning properly, please call the school office to report any problems.

The Benton Public Schools Technology Department web site is located at www.bentonschools.org, then click on "Technology".

THREATENING BEHAVIOR

Threats of physical harm to any person will not be tolerated. Insinuations of death or harm to another are prohibited. Threats may be considered as criminal acts in which law-enforcement involvement will occur. Appropriate action will be taken upon reports of all threats. This includes oral, written, physical or electronic communication (phone, Internet, etc.). Any person who communicates an intention of bringing a weapon to school to inflict harm to another will be immediately referred to the appropriate law enforcement agency. Violation of this policy will result in consequences ranging from conference to expulsion.

TOBACCO OR OTHER CHEMICAL SUBSTANCES

Possession or use of tobacco, products containing tobacco in any form, or other chemical substances (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. This policy shall also apply to school sponsored events that are held off school property.

Adults and students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or vapes under any other name or descriptor. Information related to each school can be found in the School Procedure and Guideline Manual. Violation of this policy will range from a minimum conference to a maximum expulsion.

TRUANCY

Truancy is defined as being absent from class, lunch, or school without previous knowledge of a parent or school official, being on campus and not being in the assigned class, or leaving school without proper checkout. Parents will be notified.

BHS and BJHS

Students found guilty of truancy will be subject to discipline ranging from a minimum of Saturday School to a maximum of expulsion.

BMS

Students skipping class will be subject to discipline ranging from a minimum of detention to a maximum of In-School Suspension.

VISITORS

We encourage parent visitors. To conference or visit with a teacher during the instructional day, call at least one day in advance so that a mutually convenient time can be arranged. Because of our concerns for the safety of your children it is required that all visitors register at the school office before visiting.

VOLUNTEERS

Benton Public Schools are fortunate to have an interested and supportive public. Contact your child's school if you are interested in the volunteer program. Volunteers are required to sign in at the school office upon each visit to the school.

Each elementary school and Benton Middle School has a parent/teacher organization. Parents are encouraged to become members of the parent group and to regularly attend meetings.

WEAPONS

Statement of Principal

To ensure that students have a weapon-free school environment, students are not permitted at any time to possess, use, transmit or conceal any weapons in either public education buildings, on school grounds or property or during school activities off school grounds.

A student who unintentionally takes a weapon (or any object which might be considered a weapon) to school and informs a school employee immediately and without being told to do so, will not be punished.

Responsibilities of Students:

1. To refrain from possession, use, concealment or transmittal of a weapon or any object which may be used as a weapon
2. To report to the principal the name of any student reasonably believed to possess, use, transmit, or conceal any weapon in either public education buildings, on school grounds, or during school activities off school grounds.

Definition of Weapon:

A weapon is defined as any instrument that can cause bodily injury or harm to oneself or another.

Definition of Possession:

Possession is defined to include, but is not limited to, having a weapon located

1. In a space assigned to a student such as a locker or desk
2. On the student's person or property
3. Under the student's control or accessible or available; for example, hidden on school property.

Penalty Phase:

1. Use and/or possession of gun will result in expulsion.
2. Use of any weapon other than a gun will result in expulsion.
3. Possession of weapons other than guns (facsimile guns are included in this section) will result in suspension or expulsion.
4. Use of legitimate tools and/or articles (such as pens, forks, compass, wood or metal articles, etc.) as weapons may result in suspension or expulsion.
5. Any student with a weapon in his automobile parked on school campus may be recommended for expulsion.
6. Any student with a weapon in his automobile parked off campus during school hours will be turned over to the local authorities.

Other:

1. Benton School District will not accept a student who has been expelled from another school for weapons violation.
2. Non-students violating the school weapon policy will be reported to the authorities and prosecuted to the fullest extent of the law.
3. Confiscated weapons not turned over to the police will be released only to the student's parents/guardians. Legal Reference: AR Code 6-18-507

VIDEO SURVEILLANCE

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. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 7 days after they were created.

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.

ACADEMIC POLICIES

ACADEMIC COMPETITION

Academic teams must qualify for Regional or National competitions in order to be granted release time from school. Any exceptions will require administrator approval.

AP / IB / ADE HONORS COURSES

BHS

For the purpose of determining weighted 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

Classes in which students may earn college credit while they are in high school are available at Benton High School. Advanced Placement (AP), International Baccalaureate (IB) or ADE Honors Courses are recognized by Benton High School and are offered in AP English Language and Composition, AP English Literature and Composition, AP World History, AP Government, AP European History, AP United States History, AP Psychology, AP Biology, AP Chemistry, AP Physics, AP Environmental Science, AP Music Theory, AP Spanish, AP Statistics, AP Calculus, AP Computer Science and AP Art History. Weighted grades (5-point 'A' grading scale) are given to students who take the AP exam given by the College Board. Weighted grades awarded by another Arkansas accredited school in AP, IB or ADE Honors Courses will be recognized for students who transfer into the Benton School District. Students not enrolled in AP classes may take an AP exam, but will be required to pay for the exam. All Advanced Placement teachers are trained to instruct Advanced Placement Classes.

ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY

In order for a student to participate in athletics or other extracurricular activities that involve competition in interscholastic activities, the student must meet the requirements set forth in (a) residency, (b) age, (c) enrollment, and (d) scholarship.

7th Grade Athletics: All students promoted from the 6th to the 7th grade meet the academic requirements for athletic participation.

8th Grade Athletics Fall Semester: All students promoted from the 7th to the 8th grade meet the academic requirements for athletic participation.

8th Grade Athletics Spring Semester: An 8th grade student must pass 4 academic courses in the fall semester of their 8th grade year to meet academic requirements for eligibility for the spring semester.

9th Grade Athletics: A 9th grade student must pass 4 academic courses the previous semester in order to meet academic requirements for eligibility.

10th-12th Grade Athletics:

A student must pass four academic course the previous semester **OR** two full credits in academic courses when on Block Scheduling at BHS **AND** have earned a minimum grade point average of 2.0 the previous semester in order to meet academic requirements for eligibility..

A student who passes four academic courses, **OR** two full credits of academic courses at BHS the previous semester, but fails to meet the 2.0 grade point average requirement must be enrolled and attending 100 minutes per week of our Supplemental Instruction

Program (SIP). SIP meets each Thursday afternoon in the fall and each Wednesday afternoon in the spring from 3:05 to 4:45 p.m. All students in the SIP program will have one semester to improve their GPA a minimum of one tenth of a point to maintain eligibility for a second consecutive semester. The maximum length of involvement in SIP is two consecutive semesters. If a student earns a GPA of 2.0 and leaves the SIP, that student may later return to the SIP for a maximum of two semesters if the GPA drops below 2.0. To remain eligible for the present term, the student;

- (1) Cannot have any unexcused absences from the after school supplemental instruction program. Any absences from SIP must be made up in early morning detention hall and a maximum of three absences and make-up sessions are allowed.
- (2) Cannot have any unexcused absences from any class during the term,
- (3) Can have no school disciplinary action, or
- (4) Have no criminal conviction.

ARKANSAS SCHOLARS PROGRAM

BHS and BJHS

Arkansas Scholars, a state-wide program designed by the Arkansas Business & Education Alliance, targets students in the ninth-twelfth grades. Benton Area Chamber of Commerce awards Benton's deserving students for their efforts in achieving recognition as an Arkansas Scholar. To receive this recognition, a student must do the following:

- Take the Smart Core curriculum during high school
- Make a final grade of "C" or better in all academic courses
- Attend school at least 95% of the time or more
- Complete high school in eight consecutive semesters
- New students to the district must have been part of an Arkansas Scholars Program at their previous school(s) AND provide attendance verification from that school.
- Early graduates are eligible to be an Arkansas Scholar.

CLASSIFICATION OF STUDENTS

BHS

Students are classified by the number of credits he/she has accumulated.

1. The following will be used:

Sophomores	5.5 credits
Juniors	11 credits
Seniors	16.5 credits
2. Transfer students will be classified on a temporary basis until proper confirmation of grade placement is received from the school from which the student has withdrawn.

CONCURRENT CREDIT

1. 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.
2. Grades earned on courses taken for concurrent courses not taken on the Benton High School campus will not be included in a student's high school GPA without prior previous approval from administration.
3. A student taking a concurrent credit class in conjunction with a Benton High School Advanced Placement class will be awarded the AP credit only. The grade in the AP class will be weighted if the student completes the AP exam. The concurrent credit will be

awarded by the post-secondary institution; however, the grade awarded by the institution of higher learning will not be weighted. This type of concurrent credit will be recorded by the post-secondary institution. Students will be allowed to drop the concurrent credit through the post-secondary institution; however, a student may not drop the Advanced Placement class.

4. College Algebra is a course that the Arkansas Department of Education recognizes as a fourth math credit. A student's grade in College Algebra taken at Benton High School will be figured into their cumulative gpa. Students taking College Algebra who do not have a fourth block class will not be allowed to drop College Algebra. Students who have a fourth block class and choose to drop College Algebra will be awarded an "F" for the College Algebra class and the grade will be figured in to the gpa.

CORRESPONDENCE CREDIT

BHS and BJHS

Students may earn a maximum of two credits by correspondence providing the courses are taken through the Department of Independent Study from Brigham Young University. All courses must be approved in advance by the building principal. Correspondence courses will not count on a student's GPA. Students transferring correspondence credit from other states must have taken the work through an accredited university.

CURRICULUM

Students have the right to a meaningful curriculum, to express their opinion in its development, and to have access to guides and course outlines. They have the right to know what is expected of them in class and to be informed of their progress.

The Benton School District offers the 38 courses required by the Standards for Accreditation in grades 9-12 as well as a variety of other classes that are not required by the Arkansas Department of Education. BSD offers a broad curriculum in hopes that students can be prepared for further studies in college or technical schools or for joining the work force or military after high school graduation.

For grades 10-12:

- All 10th grade students will take Beyond Writing, Critical Reading, or Academic Reading as assigned by the administration based upon student needs. (9 weeks course)
- All 12th grade students will take a math course
- You can't be a student aide if you are in an activity period, career center, internship, or half days
- Weightlifting is only for Spring sport athletes or after school sports
- Students must have parent permission to change their core subject teacher recommendations.

DROP-OUT PREVENTION

Students in grades 9-12 who must accumulate credits for graduation will be offered two kinds of credit recovery: Academic Credit Recovery and Attendance Credit Recovery.

Academic Credit Recovery

1. Student must have been previously enrolled for the entire nine-week class or term class in which they are attempting credit recovery, and failed due to attendance (NC) or a final grade of F.
2. Students with excessive absences must have administrator approval.

3. Student must attend credit recovery class and complete assignments to a passing level of satisfaction as graded by instructor, counselor, and administrator.
4. Students are allowed one absence.
5. Students may be dismissed from Academic Credit Recovery due to attendance, lack of work, or discipline infractions.
6. The grade awarded for this class(es) will not be calculated into a student's gpa.
7. This class will be noted as a Credit Recovery (CR) class on the student's transcript.
8. Administration will determine courses offered, dates and times required.

Attendance Credit Recovery

1. The student cannot exceed maximum number of unexcused absences determined by building administration.
2. The student must have a passing grade in the class upon entry into the program and upon completing the program.
3. All classes must be approved by the principal. Only core classes or other approved courses are eligible for Credit Recovery.
4. After all work is completed; it will be reviewed by the administration for competence.
5. Assignments will be computer work, writing prompts, and other curriculum determined by the building administrator.
6. No absences are permitted once credit recovery begins.
7. Students may be dismissed from Attendance Credit Recovery due to an absence, lack of work, or discipline infractions.
8. The work submitted for Attendance Credit Recovery will not change a student's original grade.
9. The grade awarded for this class(es) will be calculated into a student's grade point average.

DROPPING A CLASS

If a student should drop a class before completion, he/she will receive a "No Grade" (NG) in the course. This includes removal from athletics, work programs, academic classes, etc.

A student taking a concurrent credit class in conjunction with a Benton High School Advanced Placement (AP) class will be allowed to drop the concurrent credit through the post-secondary institution; however, a student may not drop the Advanced Placement (AP) class. **IMPORTANT:** Post-secondary institutions require a specific drop date, beyond which the student must accept the grade he/she has at the time. Students that drop all concurrent credit classes, for which they are enrolled for the term, must formally withdraw from the post-secondary institution, or they will still receive an "F" in each class. Dropping a concurrent class and formally withdrawing from the post-secondary institution is the student's responsibility.

EARLY GRADUATION

The Benton School District does not encourage attempts to complete a course of study for high school graduation in less than four full academic years. However, the Board will accept modification of the four-year attendance requirement for high school graduation provided the student has satisfactorily completed the requirements for graduation as set forth by the State Board of Education and the Benton School District. Students planning to graduate early must notify the district of their decision in a timely manner. In order to graduate early, a student

must complete seven (7) semesters or three and ½ years of high school attendance and have successfully completed the terms of the Benton School District Graduation Requirements. The following procedures must be followed when a student requests early graduation:

1. It is recommended that students indicate their intentions to a counselor any time during their sophomore year.
 - a. A cumulative grade point average of 3.0 is recommended to apply for early graduation.
2. The student and parents/guardians will set up a conference with the counselor to complete the following:
 - a. Academic credit check
 - b. Document reasons for early graduation that align with post- high school plans
 - c. Set up a tentative final schedule with counselor/principal
 - d. Give parental/guardian permission form for early graduation, which must be completed and returned to the principal
 - e. Instruct student to have parent/guardian and student request conference with counselor, principal, student and parent/guardian after the permission form is completed
3. A conference with the principal is mandatory. The principal will approve or disapprove the student request for early graduation. If the student disagrees with the recommendation of the principal, the request may be appealed to the superintendent.
4. Students who choose to graduate early will be permitted to attend Senior Awards Night and walk in graduation but will not be permitted to engage in any other senior activities.

GRADING SCALE

For the purpose of determining grade point averages, the numeric value of each letter grade Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Academic

A -- 90-100	Outstanding
B -- 80-89	Above Average
C -- 70-79	Satisfactory
D -- 60-69	Lowest Passing Grade
F -- 0-59	Failing
I	Incomplete
NC	No Credit
NG	No Grade

GRADE POINT AVERAGE

BHS and BJHS

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

- A = 4 points
- B = 3 points
- C = 2 points

D = 1 point

F = 0 points

1. A student's GPA will be determined by the grades received on all solid subjects (unless otherwise noted) credited toward graduation attempted in grades 9, 10, 11, 12. Eighth grade algebra, physical science, and foreign language will also be a part of GPA. GPA will be calculated at the end of each term.
2. All academic subjects attempted at Benton High School, 9th grade at Benton Junior High, 8th grade algebra, physical science and foreign language will be counted in the GPA. These include all subjects except driver education, CBI, aides, all summer school and concurrent credit not taken at Benton High School. Concurrent credit classes taken in conjunction with Advanced Placement classes will be recorded on post-secondary transcripts only.
3. Subjects taken on Pass/Fail basis shall not be calculated in the GPA.
4. GPA will be used in determining class rank with the exception of those students with a modified curriculum.
5. An academic honor roll will be published at the close of each term. To be on the honor roll, the student may not have any academic grade lower than a "B."
6. High school students who take advanced placement courses will receive quality points based on a five (5) point scale. All students whose grade point average exceeds a 4.00 at the end of the fourth nine weeks will have their GPA and/or class rank figured on 24 credits at the end of their Senior year to prevent students from being penalized for taking a larger number of credits. Any grade lower than an "A" may not be dropped in determining which credits will be used to figure GPA.
7. **BHS Only:** If a student repeats the same course, both grades will remain on the transcript and will be used as an attempt when computing GPA.

If a student receives an NC, the attempt will count on figuring the grade point.

Students will not receive a credit for a class in which they have already received a credit.

GRADUATION REQUIREMENTS

A minimum of twenty-two (22) units is required for graduation for students participating in either the Smart Core or Core Curriculum. Students not participating in the Smart Core curriculum will be required to fulfill the Core Curriculum or the Alternative Pathway to Graduation when required by their IEP to be eligible for graduation. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires an additional four (4) units to graduate for a total of twenty-six (26) units. The additional required units may be taken from any electives offered by the district.

1. A minimum of twenty-six (26) credits earned in grades nine (9) through twelve (12) shall be required for graduation. Exception: Credit earned in eighth grade Algebra I or Physical Science and Spanish I will also count toward graduation credits.
2. Specific graduation requirements include the following (grades 9-12):
 - 4 units English
 - 4 units Math
 - 3 units Science
 - 3 units Social Studies (½ Economics, ½ Civics, World History, Am. History required)
 - ½ Health
 - ½ P.E.
 - 1/2 unit Fine Arts
 - 1/2 unit Oral Communications

- 1 Digital Learning Course
3. Non-academic courses may count toward the required courses for graduation. Non-academic courses include Driver Education, Athletics, Pepsteppers, Cheerleaders, Reading, CBI, Aides, all summer school, correspondence courses, and Concurrent Credit courses.
 4. Those non-academic courses that carry less than one credit per term include the following:
Boys/Girls Athletics (except tennis, soccer, swimming) 1/2
Golf 1/4
Driver Education 1/2
Cheerleader 1/2
Pep Stepper 1/2
Office Worker, Guidance Worker, Library Worker 1/2
 5. The equivalent of two units of credit may be earned from correspondence and/or in summer school at an accredited school. All correspondence study must be arranged through the office of the counselor and approved by the principal. No credit will be allowed until an official certificate from the institution is received in the school office. These grades will not be figured into the GPA.
 6. All students must be enrolled in the appropriate English course during one of the terms each year while enrolled at BHS. No student will be allowed to advance in his English courses by summer school, correspondence, or extra courses. A student may not be enrolled in two English courses in the same year unless he has previously failed one of these courses.
 7. Any fourth-year student classified as a senior at BHS may engage in senior activities. However, no student may participate in graduation if he lacks more than one (1) unit completing the graduation requirements.
 8. All graduates must receive a passing score on the Arkansas Civics Exam, trained in CPR, Stop the Bleed, defibrillators, and shall receive a credit in a course covering the Personal and Family Finance Standards.
 9. Beginning with the freshmen class of 2022-2023, all students shall earn one (1) unit of credit in a computer science course in order to graduate.

HOMEBOUND POLICY

If a student enrolled in Benton School District is unable to attend regular classes because of illness, homebound instruction may be requested. To be eligible for homebound instruction, written medical verification of the student's inability to attend classes must be presented to the principal. The following procedures will be followed:

1. Assignment of all homebound instruction, with the exception of special education students, is under the direction of the building principal. The principal is responsible for determining the need for and the amount of instruction that will be provided to each individual student.
2. Scheduling of homebound instruction for special education students will be determined by the IEP committee and the Special Education Coordinator.
3. Instruction will be provided for a minimum of four hours per week.
4. To be eligible for homebound instruction, a student shall miss fifteen consecutive days of school. In some cases, upon written verification of the length of absence, services can begin before the fifteen days are actually missed.

5. Instruction will be provided by a homebound instructor to be paid by the district. This instructor will be a teacher assigned by the principal for that purpose. The designated instructor will gather homework assignments, tests, etc., from the student's regular teachers and return all completed work to the regular teacher for grading and determination of grades.
6. Credit cannot be earned in certain courses through homebound instruction if an excessive number of days will be missed (examples: physical education, drama, art, speech, lab courses, etc.).
7. Students who are on homebound status will not be allowed to attend any after-school events unless permission is granted in advance by the principal.

HOMEWORK POLICY

The Benton School District believes homework to be an integral, positive part of each student's educational program. The district recommends a reasonable amount of homework, which will vary from day to day with each student, commensurate with the individual's capacity, potential and need. Homework assignments shall be worthy of the time necessary for being corrected and discussed by the teacher with the individual student or class.

BHS, BJHS and BMS

Homework will be accepted late for reduced credit. Upon request, teachers will be available for tutoring.

HONOR ROLL AND HONOR GRADUATES

HONOR ROLL

Students in grades 3-12 shall be assigned to the honor roll at the end of each grading period based on the following:

1. No grade lower than "B"
2. ELEMENTARY ONLY – Grading period will have no "N" or "U"

HONOR GRADUATES

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.5 that includes the criteria below will be designated as honor students. The entire BHS record (excluding non-solid/activity courses and other courses noted) will be used in calculating GPA for these students. Any student transferring from a private school or who has been previously home-schooled is eligible to be recognized as an honor graduate if they also meet the criteria.

Honor Graduates are defined as:

1. Any student with a GPA of 3.500 or better shall be considered an honor graduate if he/she meets all other requirements. These requirements include:
 - a. Must meet graduation requirements for a diploma
 - b. Must be enrolled in all Honors, Pre-AP or AP Core Courses* in grades 10-12
 - c. Must have two years of the same foreign language
 - d. Students must take Pre-Calculus or AP Statistics.
 - e. One of three science courses must be Honors/Pre-AP Chemistry, Honors/Pre-AP Physics, or Honors Anatomy and Physiology.

- f. Must have taken two science courses in grades 10-12
- g. One core elective chosen from the following:
 - AP Calculus, AP Statistics, AP Physics, AP Chemistry, AP Biology, AP Environmental Science, Honors Anatomy/Physiology , AP European History, AP Psychology, AP Government, AP Music Theory, AP Art History, AP Computer Science, or AP Spanish, AP Art Studio, or AP Computer Science A
- h. Students must not have a No Credit (NC) on their record

*Core Courses are English, math, science and social studies

*AP Statistics cannot satisfy d and g.

*Honors Anatomy and Physiology cannot satisfy e and g.

- 2. Graduation with honors shall include the following divisions:
 - a. Summa cum laude will be awarded to the graduates with a 4.000 or better.
 - b. Magna cum laude will be awarded to graduates with a 3.750 or better (3.750-3.999).
 - c. Cum laude will be awarded to graduates with a 3.500 or better (3.500- 3.749).

VALEDICTORIAN

The honor student with the highest GPA, and who has been enrolled in public school in grades 9 through 12, and in Benton High School as a traditional student for four consecutive semesters (to include the Fall and Spring terms of their junior and senior year), shall serve as the valedictorian of his/her graduating class.

In the event of a tie in grade point average, Co-Valedictorians will be named in lieu of Salutatorian.

SALUTATORIAN

The honor student with the second highest GPA, and who has been enrolled in public school in grades 9 through 12, and in Benton High School as a traditional student for four consecutive semesters (to include the Fall and Spring terms of their junior and senior year), shall serve as the salutatorian of his/her graduating class.

In the event of a tie in grade point average, Co- Salutatorians will be named.

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 not be so identified.

MAKE-UP WORK

BHS, BJHS, and BMS

It is the student's responsibility to make up all work missed. Missed tests will be made up at the teacher's convenience but not during class time.

Students should be aware of the following guidelines:

- 1. The student will receive a zero in each subject for missed assignments until work is made up.
- 2. A student shall be given one day to make up work for each day absent, exclusive of the day the student returns to school. For example, if a student is absent from school on Monday and returns to school on Tuesday, the student will be required to makeup all work missed by Wednesday or a zero may be applied for the missed

work. An exception to this policy shall be that pre-announced projects or homework assignments may be assessed or required on the day the student returns from an absence provided the student was present in class on the day the assignment was first announced by the teacher. A student is also expected to take a pre-announced test if the student had prior knowledge of the test and was present for the majority of the instruction as determined by the teacher; students should not assume that they do not have to take a test simply because they were absent the day prior to the test.

3. If a student has an extended absence of three (3) or more days, the counselor should be called and arrangements made to pick up assignments after 24 hours.
4. Students absent because of school activities must have work completed upon return to class.
5. Major tests such as nine-week exams and semester exams will be made up on Saturday or on another day determined by school administration. (BHS/BJH Only)

ELEMENTARY

When a student is absent it is the student's or parent's responsibility to find out what work has been missed and make arrangements with the teacher to make up the work. Missed assignments should be requested by 9:00 a.m. and may be picked up after 2:00 p.m.

NATIONAL HONOR SOCIETY

BHS

Eligibility requirements consist of the following:

1. Be a first term senior student.
2. Have attended Benton High School for at least one year.*
3. Have earned a cumulative grade point of 3.50 or better.
4. Conduct will be approved by administration.
5. Possess outstanding traits of character, service, and leadership.
6. Have completed or be enrolled in all honors or AP core courses, two years of the same foreign language, honors Trig Pre-Cal, and an additional core course elective chosen from the following: AP European History, AP Calculus, Honors Physics, AP Chemistry, AP Biology, AP Psychology, AP Statistics, AP Art History, AP Government, or Honors Anatomy/Physiology.

The selection process includes the following:

1. Recommendations from at least five (5) faculty members
2. 80% positive recommendations (to be figured from positive and negative votes from faculty members)

*Transfer students who have been inducted into membership of National Honor Society at another school will be automatically granted membership into the BHS chapter of NHS upon their senior year. The student must provide a letter of membership from the principal or the NHS advisor of the former school to the advisor of the BHS chapter within 30 days of enrollment in BHS. If the transfer occurs prior to the senior year, students should strive to meet BHS membership standards by the senior year. If the transfer occurs right before or during the senior year, students have one semester to achieve BHS standards for admission.

BJHS

The purpose of Benton Junior High School Honor Society is to create an enthusiasm for superior scholarship, to develop citizenship, to promote leadership, to instill exemplary qualities of character and to serve the school and community.

Requirements:

- GPA- Students must have a cumulative 3.70 GPA at the completion of the 8th grade. A 3.70 GPA must be maintained for each of the first three(3) nine weeks of the 9th grade year.
- Honors/PAP classes- The student must be enrolled in at least two(2) Honors or PAP classes during their 8th and 9th grade years.
- Service Hours- Students must complete, during the 9th grade year, 8 school approved community service hours by the end of the third nine weeks.

Automatic Dismissal for any of the following:

- GPA is lower than a 3.70 at any of the first three(3) nine weeks.
- During the 8th or 9th grade years the students receives In-School or Out-of-School Suspension.
- The student is found guilty of breaking the Dishonesty policy, Cheating or Plagiarism.
- The student does not complete the service hours requirement.

NCAA REQUIREMENTS

To be eligible to participate at any Division I or II NCAA school, the following criteria must be met:

1. Meet certain core curriculum guidelines.
2. Total the verbal and mathematics section of the SAT on highest scores achieved or total the four individual tests of the ACT to achieve the highest score.

A detailed sliding scale showing GPA and total and more information about eligibility is available in the high school guidance office.

NINE-WEEK COURSES

BHS

1. A final must be taken in all nine-week courses. There will be no exemption in these classes.
2. Exceeding two (2) unexcused absences in a nine-week class is a basis for denial of course credit.

STUDENT PROMOTION AND 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 or guardians 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.

At least once each semester, the parents 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.

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.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the criteria set forth by each building administration. 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;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

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.

Student Success Plans

Each student in eighth grade 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.

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.

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 of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide 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 Statewide assessment, as applicable. 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.

REPORT CARDS

Report cards will be distributed following semester exams except when a district parent conference is scheduled. Report cards will be distributed at the parent conference at these times; if a parent does not attend the parent conference and pick up the report card, the report card will be distributed during school as soon as possible.

SCHEDULE CHANGE

BHS, BMS and BJHS

Students who desire a schedule change need to complete a Request for Schedule Change form from the guidance office. Counselors and administration will take these under advisement and notify the student if the request has been granted.

SCHOLARSHIPS

Local, state and national scholarships are available to Benton High School students. To find out more about scholarships go to www.bentonschools.org, click on Benton High School under schools, then click on counselors' page.

To apply for all Arkansas Department of Education Scholarships, including the Governor's Scholarship, Arkansas Academic Challenge (Lottery) Scholarship, etc., go to www.adhe.edu and click on the link for their YOUiversal application.

The Free Application for Federal Student Aid (FAFSA) website is www.fafsa.ed.gov. This application must be completed for students to qualify for the Pell Grant and/or student loans, as well as some scholarships. For general information, go to <http://studentaid.ed.gov>.

SMART CORE POLICY

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a Smart Core Waiver

Form to not participate. While Smart Core is the default option, both a Smart Core Information Sheet and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. Those students not participating in the Smart Core curriculum will be 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 prior to the time deadline for them to sign and return the waiver form.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

**ARKANSAS MINIMUM GRADUATION REQUIREMENTS
SMART CORE WAIVER FORM**

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

STATE MINIMUM GRADUATION REQUIREMENTS

English – 4 units

- 9th Grade English*
- 10th Grade English*
- 11th Grade English*
- 12th Grade English or Transitional English 12*

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science)**

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one unit of the 4-unit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one unit of the 4-unit requirement*)
(All math units must build on the base of algebra and geometry knowledge and skills.)

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science)**

- Biology* - 1 unit (All students must have 1 unit in Biology – Integrated, ADE Approved Biology - Integrated, ADE Approved Biology – Integrated Honors, AP Biology, IB Biology, or Concurrent Credit Biology - Integrated.)
- Physical Science*, Chemistry*, or Physics* – at least 1 unit
- other ADE approved science* or ADE approved Computer Science**

Social Studies – 3 units

- Civics* - ½ unit
- World History* - 1 unit
- American History* - 1 unit
- other social studies* – ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics and Personal Finance – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

Personal Finance* – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

***Category course options as listed under each applicable subject area in the ADE Course Code Management System**

****Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

Each high school student shall be required to take at least one digital learning course for credit to graduate.

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.

TESTS

BHS and BJHS

The following rules will apply in regard to major tests:

1. All major tests must be taken on schedule; there will be no exception made to allow students to take tests early.
2. Major tests such as mid-terms and finals can be made up only if a doctor's note is presented unless approved by administrator. These tests must be made up on the Saturday following the actual testing schedule or on the succeeding Saturday (if one is available). If tests are not taken at this time, the grade on the test will be "zero".
3. Any student who meets one of the following qualifications may be exempted from his/her term final examinations:
 - a. An "A" average at the end of the semester
 - b. **BHS Only** – A total of three or less days excused and/or unexcused absences in a class except when the student has an "F" at the end of the semester
 - c. **BJHS Only** – Three or less unexcused days absence in a class except when the student has an "F" at the end of the semester
4. A student who because of disciplinary action has received in-school suspension or suspension will forfeit all exemption status to final tests.
5. Unless exempt from the semester exams, any student who fails to take the semester test will receive an "I" which will turn into an "0" if tests are not made up within ten days. The final grade will then be computed.
6. **BHS Only** – Students, who because of absences, receive a No Credit (NC) in a class must take nine-week exams, but they will not be required to take the final semester exam.
7. College visit days for juniors and seniors will not be excused on days of nine-week or semester exams.

TRANSFER CREDITS

The following rules will be in effect in regard to transfer credits:

- Accredited high schools -- BHS will accept credit, including AP, IB, and ADE Honors Courses, from any high school accredited by a state department of education or by North Central or their regional accrediting agency.
- Accredited private schools -- Students from private schools accredited by the Arkansas School Nonpublic Accrediting Association, Inc. will be accepted at Benton High School and their grades will be allowed as transfer grades.
- Correctional institution schools -- Credits earned at correctional institution schools will be accepted at Benton High School as per other regulations.
- Summer school credit -- Credit will be allowed for summer school work provided that work was completed in an accredited high school and meets state department and/or NCA requirements.
- Refer to **Policy 4.6 – Home Schooling** for requirements on enrolling or re-enrolling home school students.

All other transfer students from non-accredited schools shall be evaluated by the staff using exams prepared by Benton High School faculty to determine placement in English, Math, Science, and Social Studies core classes.

UNCONDITIONAL ADMITTANCE TO PUBLIC INSTITUTION

According to ACA § 6-60-208 any public student who graduates from a public high school after May 1, 2002, must have successfully completed the core curriculum recommended by the State Board of Higher Education, must complete four years of math, and have a minimum cumulative grade point average of 2.0 on a 4.0 scale to be eligible for unconditional admission as an undergraduate to a public four-year institution of higher education.

GENERAL POLICIES

ASSEMBLY PROGRAM OR PEP RALLY

A visitor will quickly form an impression of a school from what is observed during a single assembly period. An orderly and well-behaved student body always denotes a well-conducted school.

The rules of conduct are very simple: all students need to go quietly and orderly to their seats in the assembly area and give their entire attention to the program that is being given. Throwing objects of any kind during any assembly or pep rally will not be tolerated. Only students that are involved with the program may be on the gym floor. Never boo anyone during a pep rally or assembly.

In leaving the assembly area, practice the rules of good manners and courtesy. Make sure there is not pushing or jostling.

When members of the student body are invited to perform in assemblies at other schools, only those students who have official parts in the assembly program, and have the principal's permission, will be excused for official school business.

ATHLETIC DUAL PARTICIPATION

BHS and BJHS

It is the belief of the administration that any individual who desires to participate in school activities should be able to try out, and if they are selected, be able to participate in two activities. This could occur when a young lady desires to be a cheerleader or drill team member and also be a member of the basketball team or volleyball team. If a student is involved in two activities, the following rules will apply:

- Any individual who chooses to try to participate in two activities will understand that the activity in season will have precedence over the one not in season; this includes practice and performance in games.
- Cheerleading and drill team will take precedence over basketball until the football season is completed.
- Volleyball will take precedence over basketball, cheerleading, and drill team until the volleyball season is completed.
- Following football or volleyball, the individual will become a full member of the girls' basketball team and will practice with the team until the end of the basketball season.
- At the end of the basketball season, the girl will return to Cheerleading or Drill Team. However, the respective coaches will work out the spring activities so that the student will be able to try out for both activities.
- An athlete who quits one sport cannot participate in any other sport until the sport he/she quits is over. A schedule change cannot occur until the end of the semester. The grade will be determined by attitude and cooperation until the athlete can be released to the next sport, receive a schedule change, or complete the semester.
- Grades will be determined as follows:
 - First Term -- Cheerleading/Drill Team or Volleyball
 - Second Term -- Basketball or Cheerleading/Drill Team
- Each student should visit with the coaches of each activity and understand the possibility of missing games/activities because of the moving from activity to activity. Also, joining a team late may cause her to have to work hard to earn a playing spot or be able to perform various routines.

See the Athletic Handbook for more information.

COMPULSORY ATTENDANCE

Benton Public Schools shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have been legally transferred to the district for education purposes.

Every parent or guardian, of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy 4.01 RESIDENCE REQUIREMENTS, within the District shall enroll the child and ensure the attendance of the child at 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 4.06 HOME SCHOOLING 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 or guardian, of the child elects not to have him/her attend kindergarten. 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.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. 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.
6. 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.
7. The child has been enrolled in another district through School Choice. Legal Reference: A.C.A. § 6-18-201, A.C.A. § 6-18-207 Date Adopted: 09/08/03

CONTACT WITH STUDENTS AT SCHOOL

In the event there is a question about the legal custody of a child, it should be established who has this responsibility and what limitations are imposed by this situation. Both custodial and non-custodial parents are entitled to be involved in the education of their child(ren), including visits to school and having access to school records, unless a court order exists and is on file at school which (1) specifically prohibits such activity.

COUNSELOR OR GUIDANCE SERVICES

Each student is assigned a counselor who will help plan academic programs and who will help students work through personal, academic and social problems. Interviews are scheduled at the request of the student.

DELIVERIES

No flowers, balloons, or other deliveries from any source will be made during any part of the school day. **There will be no food delivered or brought in from commercial businesses by students or parents. Parents may deliver lunch food only to their student, not groups of students.**

DISTRIBUTION OF LITERATURE

Permission must be given by the principal for any student to distribute literature.

DRIVES AND PETITIONS

No solicitation of funds, circulation of petitions or drives may be conducted without the written approval of the superintendent and building principal.

DRUG SCREENING (Board Policy 4.71)

4.71- REQUIREMENTS FOR PARTICIPATION IN ATHLETIC/SPIRIT GROUPS/BAND

The Benton School Board hereby adopts a drug screening policy for all athletic/spirit groups/band in grades 8-12 who represent the Benton Public Schools. The board believes that the policy is necessary for the health and safety of the individuals involved. The Benton drug screening policy is a random-based screening. The entire policy may be found online in section 4.71.

OBJECTIVES:

The objectives of this program are to:

1. Provide students an avenue to combat drug and alcohol use by arming them with a well-developed, firm, and consistent policy that discourages the use of illicit drugs and alcohol.
2. Provide drug education programs for students who test positive for drug use.
3. Ensure the health and safety of participating students during performances.
4. Allow student participants an opportunity to say "no" to drugs.
5. Provide a deterrent to drug use for all participating students in athletic/spirit groups/band.
6. Help maintain a drug-free school environment.

SANCTIONS FOR POSITIVE TESTING:

The following sanctions shall be imposed for any student testing positive to a drug test:

1. For the first positive test result:
 - a. The parent/guardian shall be notified and shall be requested to attend a conference to discuss the student's drug testing result.
 - b. Retesting shall be required at each subsequent random testing regime for a minimum of one calendar year from the date of receipt of the test result.
2. For the second positive test result within any two consecutive calendar years:
 - a. The parent/guardian shall receive notification and shall be requested to attend a conference to discuss the student's drug test results. This conference shall also include the student, principal, and the student's coach/director.
 - b. Upon receiving notice by the proper school official, the student shall immediately be suspended from practices, contests and/or activities in all competitive athletic/spirit group/band activities for a minimum of 30 calendar days. In the event a participating student's sanctions cannot be completed before the end of school year, the participating student shall complete his or her sanctions the following school year.
 - c. A letter of intent to remain in any athletic/spirit group/band activity shall be signed by the student and a parent/guardian.
 - d. For reinstatement into athletic/spirit group/band activities, participating students shall:

1. Be retested at the end of the 30-day suspension at the parent's/guardian's expense.
2. Receive a negative test result.
3. Complete a school drug counseling program approved by the Athletic Director.
4. Have verification of all sanction requirements by the Athletic Director.
- e. Retesting shall be required at each subsequent random testing regime for a minimum of one calendar year from the date of receipt of the test result.
3. For the third positive test result within any two consecutive calendar years:
 - a. The parent/guardian shall receive notification and shall be requested to attend a conference to discuss the student's drug test results. This conference shall also include the student, the principal, and the student's coach/director.
 - b. Upon receiving notice by the proper school official, the student shall immediately be suspended from practices, contests and/or activities in all competitive extracurricular athletic/spirit group/band activities for one calendar year.
 - c. A letter of intent to remain in any athletic/spirit group/band activity shall be signed by the student and parent/guardian.
 - d. For reinstatement into athletic/spirit group/band activities, participating students shall:
 1. Participate in all testing regimes for a minimum of one year.
 2. Receive a negative test result at each testing.
 - e. Any positive results during suspension shall require a conference with the student, parent/guardian, the principal, and the student's director or sponsor, to establish appropriate action.

REFUSAL TO TEST:

Students refusing to be tested shall not be permitted to represent the District in any athletic/spirit group/band activity. After a 30-day waiting period, the student may be reinstated for participation if:

1. The student is tested at the end of the 30-day suspension at the parent's/guardian's expense by an independent laboratory.
2. A negative test result is received.

APPEAL PROCESS:

Any student who has tested positive or the student's parents or guardians may appeal the test by informing the Athletic Director within 24 hours of notice of the positive test result. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Athletic Director may require written documentation of any evidence the student may wish to present that may have affected the test result. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or guardians, further laboratory analysis may be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense. The retest must be performed by a qualified laboratory that meets the lab requirements contained in this drug testing policy.

Consequence Regarding the Involvement of Alcohol or Controlled Substances during School or School Activities:

Disciplinary action taken toward student athletes who are involved with alcohol or controlled substances at school or while participating in school activities:

- A. First violation: The student athlete will be disciplined by the school (per student handbook). When the student athlete returns, he/she will be suspended from 40% of contest or performances scheduled (Practice/intersquad scrimmages do not count). To become eligible, the student athlete must have a negative drug screening test administered by an independent laboratory (at the expense of the parents/guardians).
- B. Second violation: The student athlete will be disciplined by the school (per student handbook). The student athlete will not be allowed to participate in any athletic/spirit group for the remainder of the school calendar year. To become eligible for the next school year, student athletes must have a negative drug screening test administered by an independent laboratory (at the expense of the parents/guardians).

Consequence Regarding the Involvement with Alcohol or Controlled Substances Away from School or School Activities:

Disciplinary action taken toward student athletes who are involved with alcohol or drugs away from school or school activities:

- A. First violation: The student athlete will be suspended from 20% of the contest or performances scheduled (Practice/intersquad scrimmages do not count). Parents will be notified. There must be substantial proof of wrong doings as determined by the Athletic Director. The student athlete will be required to pass a drug test administered by an independent laboratory (at the expense of parents/guardians). Also, the student athlete will get counseling which will be selected by the Athletic Director.
- B. Second Violation: The student athlete will be suspended from 50% of scheduled contest or performances (Practice/intersquad scrimmages do not count). Parents will be notified. There must be substantial proof of wrong doings as determined by the Athletic Director. Student athletes will also be required to pass a drug test administered by an independent laboratory (at the expense of the parents/guardians) and attend an alcohol/drug abuse awareness program approved by the Athletic Director.
- C. Third Violation: The student athlete will not be allowed to participate in any extra-curricular activities for the remainder of the school year. To become eligible for the next school year, student athletes must have a negative screening test administered by an independent laboratory (at the expense of the parent/guardians).

In all cases of suspensions from participation, if the student athlete is participating in a sport in-season, the suspension will take place immediately. If a one sport student athlete is not in-season, the suspension will begin at the start of his/her next season. If the student athlete participates in more than one sport or activity, and the number of games remaining is under the percentage of games suspended, the suspension will carry over to the next sport. If another violation occurs during the second sport/activity season, this would count as their second violation.

If a student athlete loses eligibility due to a alcohol/controlled substance violation, to become eligible for the next school year, the student athlete must have a negative drug screening test administered by an independent laboratory (at the parents/guardians expense). The student athlete may participate in tryouts for the following school calendar year during his/her suspension but must have negative drug screening results prior to trying out.

EMERGENCY EVACUATION PROCEDURE

All schools in the District shall conduct fire drills at least once a month. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an lockdown drill and school safety assessment may be conducted at all schools in the District schools in collaboration with local law enforcement and emergency management personnel. The lockdown drill training will include use of the District's emergency communication method with law enforcement. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of, terrorist attack, natural disaster, other emergency, or the emergency communication with law enforcement method. Students shall be included in the drills to the extent practicable.

FOREIGN EXCHANGE RESIDENCY

BHS ONLY

Foreign exchange students who live with persons residing in the Benton School District may attend BHS. The following restrictions pertain to these students:

1. Benton High School will accept no more than a total of four (4) foreign exchange students at any one time.
2. A foreign exchange student may attend BHS no more or no less than one (1) academic year.
3. The student will receive credit for the courses which he completes, but he is not eligible to graduate from BHS.
4. Exchange students will enter BHS as juniors, not seniors, so that they may be placed in American History and American Literature.
5. The following are required before an exchange student will be evaluated for acceptance at BHS:
 - a. A satisfactory biography, including a student profile, high school transcript, and a language evaluation
 - b. Proof of completion in home country of United States' 11th grade equivalency
 - c. Proof of good (not adequate) command by student of English language
 - d. Proof of host parent's residence eligibility in school district

HOME SCHOOLING

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

1. At the beginning of each school year, but not later than August 15;
2. Five (5) school days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including,

but not limited to excessive absences and at the beginning of each school year thereafter).

MEDIA CENTER

Students have access to the library media center for technology, instruction, browsing, and book selection. Students are responsible for any library materials they check out from the library media center. A fee will be charged for late, lost or damaged materials.

MEDICAL INFORMATION

Accidents, Injuries and First Aid

When a student becomes ill or is injured, school personnel will give first aid, notify parents, seek medical care if needed, and arrange transportation to the physician or hospital. When a student has a known allergy and requires medication for an emergency situation (allergy to wasp or bee sting or other allergic reactions), written directions for the use of medication will be required from the physician or parent at the beginning of the school year.

It is recommended that a student with a temperature of 100° F or higher not attend school until he/she has been fever free for 24 hours (without the use of fever reducing medications). Any student who develops a temperature of 100° F or higher during the school day will be sent home. The student should not return to school until fever free for 24 hours without the use of fever reducing medications such as: Tylenol, Advil, Motrin, etc.

Administering Medications to Students

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the 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 medications or any 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. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Students in grades 10-12, may deliver (upon immediate arrival to school) and retrieve Over-the-Counter (OTC) and some prescription medication, along with written parental consent, to the school nurse. The exceptions are drugs categorized as controlled substances, anti-psychotics, and anti-anxiety medication, or any prescription medications with a high potential for abuse. These medications MUST be delivered and retrieved by the parent or guardian. Examples, but not all inclusive, include medication prescribed to treat ADD/ADHD, mood/anxiety disorders, and all their generic forms.

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 school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter

medications to the extent giving 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.

The only Schedule II medications that shall be allowed to be brought to the school are 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).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. This includes hydrocodone and cough syrup with codeine. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

- 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.

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 and 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 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 Emergency Adrenal Insufficiency Medication

The school nurse or other school employees designated by the school nurse as a care provider who have been trained⁶ 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.

Emergency Administration of Anti-opioid

The school nurse for each District school shall keep anti-opioid injectors on hand. 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.

MARF Form

I request that you give medication to my child during the school day in accordance with the Benton School Board Medication Policy. The school staff/designees are authorized to administer the prescription and/or non-prescription medication. I will not hold the School Board or any of its employees responsible for damages or injuries resulting from the administration of this medication. The school nurse has my permission to consult with my child's physician regarding his/her medication and condition.

Student's Name: _____ Grade: _____
Name of Medication: _____ Dosage: _____
Reason for Medication: _____ Time to be given: _____

Communicable Diseases and Parasites

Students with communicable disease 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: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), Impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100 F when taken orally and without the use of fever reducing medication). A student who has been sent home by the school nurse will be subsequently readmitted when the student is no longer a transmission risk. If there is a question as to whether or not a transmission risk continues to exist, readmittance will be at the discretion of the school nurse. 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 possible spread of communicable diseases, school personnel shall use standard precautions when dealing with the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57 – Immunizations, 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.

Benton Public Schools provides a flu clinic every school year in partnership with the Saline

County Health Department. Check with your school for the dates.

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 guardian of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up from 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.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screening results shall be conducted in a manner that respects the privacy and confidentiality of each student.

Legal References: A.C.A. § 6-18-702 Arkansas State Board of Health Rules & Regulations Pertaining to Immunization Requirements.

Health Screenings

The following screenings will be done by or under the direction of Benton School Nurses in accordance with Arkansas Law or Mandates:

- Vision and hearing screenings for all new students and for students in grades K,1,2,4,6, and 8; Special Education referrals; Special Education re-evaluations, and any student referred by teachers or parents.
- Body Mass Index - State Law ACA 20-7-135 mandates schools provide parents with an annual Body Mass Index (BMI) percentage by age as a part of a school health report. This report will be provided for students beginning in kindergarten and then in even number grades through 10th grade.
- Scoliosis screenings will be done for 6th grade girls and 8th grade boys and girls.

Parents may refuse the vision and scoliosis screenings for their students if documentation from their child's physician stating their child has been screened within the past six (6) months is given to the school nurse. Legal Reference: A.C.A. § 6-18-701 (b), (c), (f).

NONDISCRIMINATORY POLICY

It is the policy of the Benton Public Schools to provide equal opportunities without regard to race, color, national origin, sex, sexual orientation, gender identity, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to: Equity Coordinator, P. O. Box 939, Benton, AR 72018.

ORGANIZATIONS

Students have the right to participate in school-approved organizations. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Each organization shall function according to its own constitution and by-laws. A list of available clubs can be obtained from the principal's office.

PARENT / TEACHER COMMUNICATION

Parent/Teacher communication is important to the well-being of our students. Teachers are obligated to communicate with the parent(s) or guardian(s) of students to discuss each student's progress. Teachers meet this requirement through the following: Parent/Teacher Conferences. Other ways teachers are accessible are through e-mails and telephone calls. Parents can request a special Parent/Teacher Conference through their child's guidance counselor. Parents of students not performing at the level expected for their grade are also notified through progress reports.

PRIVACY OF STUDENT RECORDS

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information ("PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;

- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Benton School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, or guardian, , or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent/guardian or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other

interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

Any parent or guardian who objects to his child's name or photograph being placed on the school's web pages, in the newspaper, or any publication or making any directory information available upon request should go by the school office and fill out and sign an "OBJECTION TO PUBLICATION FORM." This needs to be taken care of no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed OPT-OUT FORM for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at the Student Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

PROCESS FOR RESOLVING PARENTAL CONCERNS

It is the goal of the Benton School district to be responsive to the community and to continuously improve the educational programs which are offered here. The District welcomes constructive criticism when it is offered with the intent of improving the quality of educational programming.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement the policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Parents with concerns regarding personnel, curriculum, discipline, coaching or the day to day management of the schools need to address those concerns according to the following sequence:

1. Teacher, coach, or other staff member where the concern is directed
2. Transportation Director or Athletic Director (if applicable)
3. Principal or Assistant Principal
4. Assistant Superintendent
5. Superintendent

Solutions to parental concerns are most easily resolved when communicated at the level where the concern originated. Most issues can be resolved when everyone works cooperatively and with open minds.

Each school in our district has an open door policy for parental involvement. We welcome suggestions and/or comments to help us improve.

SCHOOL CHOICE

Benton Public Schools would like to remind patrons who do not live within our district boundaries of the opportunity to attend our district through Public School choice. The window to apply is between January 1 and May 1st prior to the fall term for which the parent/legal guardian is requesting his/her child to begin attendance. The application can be downloaded from the district website or obtained from the district superintendent's office.

Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

The Benton School District will not allow any student who is currently under expulsion from another school to enroll in a District school. Refer to our Benton School Board policy 4.05 School Choice.

SCHOOL SPONSORED TRIPS AND FIELD TRIPS

All related trips must be approved through the principal prior to planning the activity. Students who are provided school transportation for field trips or extra-curricular events will return to school in the same vehicle unless arrangements are made with the student's teacher and approved by a school administrator.

SIGNS AND POSTERS

No posters, signs, etc. are allowed any place except on bulletin boards. This shall include spirit signs, campaign signs, and all other type posters or announcements.

Permission to post any material must be obtained from the principal.

SPORTSMANSHIP POLICY

Activities are an important aspect of the total education process in our schools. They provide the arena for participants to grow, to excel, to understand, and to value the concepts of SPORTSMANSHIP and teamwork. Fans are not at a ball game to intimidate or ridicule the other team or its fans, but to support and yell for their team and to enjoy watching skill and competition. SPORTSMANSHIP is a general way of thinking and behaving. GOOD SPORTSMANSHIP includes the following:

- a. Be courteous to all (participants, coaches, officials, staff, fans, spirit groups)
- b. Know the rules, abide by and respect the officials' decisions
- c. Win with character and lose with dignity
- d. Display appreciation for good performance regardless of the team
- e. Exercise self-control and reflect positively upon yourself, team, and school
- f. Permit only POSITIVE behavior to reflect on your school and its activities

Specific Prohibitions:

- a. Students or spectators who wear extreme or unusual clothing to the game or who paint their faces or bodies will not be allowed in the game. (Examples: togas, bandanas, gang colors, wigs, costumes, etc.)
- b. Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing. (Examples: air ball; you, you, you; distracting free throw shooters, etc.)
- c. Students will not be allowed to turn their backs or hold up newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.

STUDENT MEDIA POLICY

Each school shall publish a yearbook, or similar publication, each year. The purpose of the publication is to provide a record of the school year. The rights of privacy of each individual shall be respected.

Student media are not designed to incite students to the commission of unlawful acts on school premises or to the violation of lawful school regulations or the material and substantial disruption of the orderly operations of the school. Good taste and good judgment will be followed. All articles and pictures must be approved by the adviser and the editor of each publication.

We acknowledge that students do have the right to freedom of expression within these guidelines. It is the hope of this school district that no student would intentionally embarrass or demean the school, its staff, or a member of its student body.

STUDENTS WITH DISABILITIES

Benton School District will provide a Free Appropriate Public Education (FAPE) and uphold all rules and regulations set forth in the Individual With Disabilities Education Act, 2004 (IDEA-04), P.L. 108-446, The Rehabilitation Act of 1974, and the Arkansas Department of Education Procedural Requirements and Program Standard for the provision of Special Education and Related Services for student with disabilities.

Benton School District will comply with 34 CRF 300.519 through 34 DFR 300.529 of the Individuals with Disabilities Act (IDEA) Amendments of 1997 and the Arkansas Department of Education Special Education and Related Services and Program Standards, Section 11.00.

TELEPHONES

Calling the School:

While the school office personnel are happy to answer necessary questions or to comply with necessary requests pertaining to the students' welfare and program, both the student and parents are urged to consider the large enrollment of each campus, and the school's secretaries have many official duties. The student can help parents eliminate unnecessary phone calls by listening carefully to daily announcements and by keeping parents informed about matters of concern to them. Classes will not be interrupted for delivery of messages except in the case of an emergency.

TRANSPORTATION POLICY FOR SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

All students must ride to and from the activity by school-arranged transportation unless signed out by that student's own parent/guardian. Any exceptions to this rule must have prior written approval by the coach or sponsor and building administrator.

WELLNESS POLICY

BHS and BJHS

In compliance with Arkansas Code § 20-7-135, the vending machine will be closed to students during the school day until 30 minutes following the last lunch. In addition, students will have the opportunity to participate in physical activity each week through scheduled physical education classes, physical activity during the school day, through activities such as walking programs, and organized physical activity courses.

WITHDRAWALS

BHS, BMS and BJHS

Students who withdraw from the Benton School District must submit proof of parent or guardian's permission for the student's withdrawal to the Guidance Office. A form and instructions for the next step will be given. All textbooks and other obligations must be taken care of before records will be released. Any student who leaves the Benton School District without officially withdrawing as an active student will receive the appropriate grade of an NC or F.

ELEMENTARY

Students who are withdrawn from an elementary school are requested to notify school official as a courtesy.

The School reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. The school also reserves the right to increase disciplinary penalties when a threat to disrupt or interfere with the educational process is present. Consequences for behavior not covered will range from a minimum warning/conference to a maximum expulsion.

- When applicable, the term "Parent or guardian" refers to: the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child.

INDEX

A

ABUSE (VERBAL AND PHYSICAL) OF A SCHOOL EMPLOYEE	15
ACADEMIC COMPETITION	41
ACADEMIC POLICIES	41
AP / IB / ADE HONORS COURSES	41
ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY	42
ARKANSAS SCHOLARS PROGRAM	43
ASSAULT	15
ASSEMBLY PROGRAM OR PEP RALLY	59
ATHLETIC DUAL PARTICIPATION	59
ATTENDANCE/ABSENCES	15

B

BULLYING	17
BUS STUDENTS	19

C

CAFETERIA	19
CHECK-OUT PROCEDURE	20
CLASSIFICATION OF STUDENTS	43
CLOSED CAMPUS	20
COMPULSORY ATTENDANCE	60
CONCURRENT CREDIT	43
CONTACT WITH STUDENTS AT SCHOOL	60
CORPORAL PUNISHMENT	21
CORRESPONDENCE CREDIT	44
COUNSELOR OR GUIDANCE SERVICES	60
CURRICULUM	44

D

DELAYED START FOR SCHOOL PROCEDURES	21
DELIVERIES	60
DETENTION HALL	22
DISHONESTY	22
DISORDERLY CONDUCT	23
DISTRIBUTION OF LITERATURE	61
DRESS CODE	23
DRIVES AND PETITIONS	61
DROP-OUT PREVENTION	44
DROPPING A CLASS	45
DRUG / ALCOHOL POLICY	24
DRUG SCREENING	61
DUE PROCESS	25

E

EARLY GRADUATION	45
ELECTRONIC COMMUNICATION DEVICES	25
EMERGENCY EVACUATION PROCEDURE	64
EXTRA CURRICULAR/OFF-CAMPUS SCHOOL EVENTS	27

F

FALSE ALARMS	27
FALSIFICATION OF SCHOOL RECORDS	27

FIGHTING	27
FOREIGN EXCHANGE RESIDENCY	64
FOREWORD	7
G	
GANG POLICY	28
GENERAL INFORMATION	28
GENERAL POLICIES	59
GRADE POINT AVERAGE	46
GRADING SCALE	46
GRADUATION REQUIREMENTS	47
H	
HALL PASS	29
HOME SCHOOLING	64
HOMEBOUND POLICY	48
HOMEWORK POLICY	49
HONOR ROLL AND HONOR GRADUATES	49
I	
IMMUNIZATIONS	29
IN-SCHOOL SUSPENSION	31
INSUBORDINATION	31
INVESTIGATIVE PROCEDURE	32
L	
LIABILITY FOR INJURY	32
LOCKERS	32
LOITERING	33
LOSS OF EXEMPTION	33
M	
MAKE-UP WORK	50
MEDIA CENTER	65
MEDICAL INFORMATION	65
N	
NATIONAL HONOR SOCIETY	51
NCAA REQUIREMENTS	52
NINE-WEEK COURSES	52
NONDISCRIMINATORY POLICY	70
NON-DISCRIMINATORY POLICY	33
NON-TRADITIONAL EDUCATION	33
O	
ORGANIZATIONS	70
P	
PARENT / TEACHER COMMUNICATION	71
PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - DISTRICT	12
PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL	13
PRIVACY OF STUDENT RECORDS	71
PROCESS FOR RESOLVING PARENTAL CONCERNS	73
PROHIBITED CONDUCT	34

PROHIBITED ITEMS	35
R	
REPORT CARDS	54
REPORTING CHILD ABUSE AND NEGLECT	35
REQUIREMENT TO IDENTIFY SELF	35
S	
SATURDAY ALTERNATIVE SCHOOL	35
SCHEDULE CHANGE	54
SCHOLARSHIPS	54
SCHOOL CHOICE	74
SCHOOL SPONSORED TRIPS AND FIELD TRIPS	74
SEARCH AND SEIZURE	36
SEXUAL HARASSMENT	37
SIGNED AGREEMENTS	5
SIGNS AND POSTERS	74
SMART CORE POLICY	54
SPORTSMANSHIP POLICY	74
STUDENT DISCIPLINE	37
STUDENT ENTRANCE REQUIREMENTS	8
STUDENT MEDIA POLICY	75
STUDENT PROMOTION AND RETENTION	52
STUDENTS WITH DISABILITIES	75
STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS	15
SUSPENSIONS AND EXPULSIONS	37
T	
TARDY POLICY	38
TECHNOLOGY	38
TELEPHONES	75
TESTS	57
THREATENING BEHAVIOR	39
TOBACCO OR OTHER CHEMICAL SUBSTANCES	39
TRANSFER CREDITS	57
TRANSPORTATION POLICY FOR SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES	75
TRUANCY	39
U	
UNCONDITIONAL ADMITTANCE TO PUBLIC INSTITUTION	58
V	
VIDEO SURVEILLANCE	41
VISITORS	39
VOLUNTEERS	40
W	
WEAPONS	40
WELLNESS POLICY	75
WITHDRAWALS	76