

# BENTON HIGH SCHOOL

211 North Border  
Benton, Arkansas 72015  
501-778-3288  
<http://www.bentonschools.org>

Curt Barger  
**Principal**

Karen Hilborn  
Chris Hinson  
**Assistant Principals**

Allyson Pitts  
Karen Stout  
Dot Zaunbrecher  
**Counselors**

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

STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS.....	7
ABUSE (VERBAL AND PHYSICAL) OF A SCHOOL EMPLOYEE.....	7
ASSAULT.....	7
ATTENDANCE/ABSENCES.....	7
BULLYING.....	9
BUS STUDENTS.....	11
CAFETERIA.....	11
CHECK-OUT PROCEDURE.....	12
CLASSROOM RULES.....	12
CLOSED CAMPUS.....	13
CONTRABAND.....	13
DELAYED START FOR SCHOOL PROCEDURES.....	13
DETENTION HALL.....	14
DISHONESTY.....	15
DISORDERLY CONDUCT.....	15
DISPLAY OF AFFECTION.....	15
DRESS CODE.....	15
DRUG/ALCOHOL POLICY.....	16
DUE PROCESS.....	17
ELECTRONIC COMMUNICATION DEVICES.....	18
EXTRA-CURRICULAR/OFF-CAMPUS SCHOOL EVENTS.....	20
FALSE ALARMS.....	20
FALSIFICATION OF SCHOOL RECORDS.....	20
FIGHTING.....	20
GAMBLING, IMMORALITY, AND PROFANITY.....	20
GANG POLICY.....	21
HALL PASS.....	21
IMMUNIZATIONS.....	21
IN-SCHOOL SUSPENSION.....	23
INSUBORDINATION.....	24
INVESTIGATIVE PROCEDURE.....	24
LIABILITY FOR INJURY.....	24
LOCKERS.....	25
LOITERING.....	25
LOSS OF EXEMPTION.....	25
NON-TRADITIONAL EDUCATION.....	25
OFF LIMIT AREAS.....	26
PARKING.....	26
PROHIBITED CONDUCT.....	26
PROPERTY DESTRUCTION OR VANDALISM.....	27
REQUIREMENT TO IDENTIFY SELF.....	28
SATURDAY ALTERNATIVE SCHOOL.....	28
SEARCH AND SEIZURE.....	29
SEXUAL HARASSMENT.....	29
STUDENT DISCIPLINE.....	29
SUSPENSIONS AND EXPULSIONS.....	30
TARDY POLICY.....	31
TECHNOLOGY.....	31
THEFT.....	31
THREATENING BEHAVIOR.....	32
TOBACCO.....	32

TRASH .....	33
TRUANCY .....	33
WEAPONS .....	33
VIDEO SURVEILLANCE .....	34
ACADEMIC POLICIES .....	35
ACADEMIC COMPETITION.....	35
ACADEMIC IMPROVEMENT PLAN .....	35
AP / IB / ADE HONORS COURSES .....	35
ARKANSAS ACTIVITIES ASSOCIATION - STUDENT ELIGIBILITY .....	35
ARKANSAS SCHOLARS PROGRAM.....	36
CLASSIFICATION OF STUDENTS.....	36
CONCURRENT CREDIT.....	36
CORRESPONDENCE CREDIT .....	37
CURRICULUM .....	37
DROP-OUT PREVENTION .....	39
DROPPING A CLASS .....	39
EARLY GRADUATION.....	40
GRADING SCALE .....	41
GRADE POINT AVERAGE .....	41
GRADUATION REQUIREMENTS.....	42
HOMEBOUND POLICY .....	43
HOMEWORK POLICY .....	43
HONOR COURSES .....	43
HONOR GRADUATES.....	44
MAKE-UP WORK.....	44
NATIONAL HONOR SOCIETY .....	45
NCAA REQUIREMENTS .....	45
NINE-WEEK COURSES .....	45
PROMOTION AND RETENTION/COURSE CREDIT .....	45
REPORT CARDS.....	46
SALINE COUNTY CAREER CENTER.....	46
SCHEDULE CHANGE .....	47
SCHOLARSHIPS .....	47
SMART CORE POLICY .....	47
TESTS .....	50
TRANSFER CREDITS .....	50
UNCONDITIONAL ADMITTANCE TO PUBLIC INSTITUTION.....	50
GENERAL POLICIES .....	51
6A SPORTSMANSHIP POLICIES .....	51
ASSEMBLY PROGRAM OR PEP RALLY.....	51
ATHLETIC DUAL PARTICIPATION .....	51
BELL SCHEDULE .....	52
CALENDAR.....	53
CAP .....	54
COMPULSORY ATTENDANCE.....	54
COUNSELOR-GUIDANCE SERVICES .....	54
DELIVERIES .....	55
DISTRIBUTION OF LITERATURE.....	55
DRIVES AND PETITIONS .....	55
DRUG SCREENING .....	55
EMERGENCY EVACUATION PROCEDURES.....	58

ENTRANCE REQUIREMENTS.....	58
FEES IN SCHOOL .....	60
FOREIGN EXCHANGE RESIDENCY .....	61
HOME SCHOOLING .....	61
MEDIA CENTER .....	61
MEDICAL INFORMATION .....	62
NONDISCRIMINATORY POLICY .....	65
OFFICERS .....	66
ORGANIZATIONS.....	66
PARENT / TEACHER COMMUNICATION.....	67
PARENTAL INVOLVEMENT PLAN .....	68
PRIVACY OF STUDENTS' RECORDS.....	69
PROCESS FOR ADDRESSING STUDENT CONCERNS.....	72
PROCESS FOR RESOLVING PARENTAL CONCERNS .....	72
SCHOOL CHOICE .....	72
SCHOOL SPONSORED TRIPS.....	73
SIGNS AND POSTERS .....	73
STUDENT PUBLICATIONS POLICY .....	73
STUDENT/TEACHER ACADEMIC TASKS (STAT).....	73
STUDENTS WITH DISABILITIES .....	73
TELEPHONES .....	74
TRANSPORTATION POLICY FOR EXTRA-CURRICULAR ACTIVITIES .....	74
WELLNESS POLICY .....	74
WITHDRAWALS .....	74

## SIGNED AGREEMENTS

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

1. An agreement saying you have received a copy of the Benton High School Student Handbook to share with the Parent/Guardian and 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.

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

2. An agreement 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 Saturday School to expulsion and legal action.
3. A form acknowledging receipt of a summary of our school's Parental Involvement Plan. A copy of the Benton High School Parental Involvement Plan, in its entirety, can be found on the Benton School District Website.

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.

BENTON PUBLIC SCHOOLS  
Dr. Mike Skelton, Superintendent  
P.O. Box 939  
207 W Conway  
BENTON, ARKANSAS 72018  
(501) 778-4861  
FAX (501) 776-5777

Dear Parent/Guardian:

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:

- X Whether the teacher has met state credential or license criteria for grade level and subject matter taught.
- X Whether the teacher is teaching under emergency or other provisional status.
- X The baccalaureate degree major of the teacher and any other graduate certifications or degrees held.
- X 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 4:00 p.m. weekdays) and complete a Parent Request form. A response will be mailed to you within ten working days from the date of the request.

I can be contacted at 501-776-4861, or by email at [mskelton@bentonschools.org](mailto:mskelton@bentonschools.org).

Mike Skelton  
Superintendent  
Benton Public Schools

## FOREWORD

**To Students:** Benton High School 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, 778-3288; and 4) Reading the handbook and understanding as fully as possible the operation of the school.

## STUDENTS' RIGHTS, RESPONSIBILITIES AND LIMITATIONS

Each student at Benton High School 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. The school 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 must present a written excuse to the general office within three (3) 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) college visit (limited to one (1) per term for juniors and seniors with official document from visited school); (7) to participate in a 4-H sanctioned activity; (8) to participate in the election poll workers program for high school students; (9) 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; (10) to obey a subpoena or to attend an appointment with a government agency; (11) Observance of recognized holidays observed by the student's faith; and (12) parental note (limited to four (4) days per term), or (13) any circumstance not covered above which the Attendance Committee determines to be excused.



4. Upon presentation of the excuse, the student's teachers will be provided with information indicating the absence is excused and that make-up work will be allowed. If the absence is not coded as excused because of failure to supply the appropriate excuse within three school days, make-up work is forfeited. Failure to send excuse(s) within the time limit may also result in no credit should the absence cause the student's total number of absences to go beyond the accepted limit (unexcused). All excuses must be originals; no photo copies will be accepted. Facsimile transmissions for medical excuses will be accepted if received directly from the origin (i.e. doctor/dentist office). Facsimile transmissions for parent excuses will be accepted. It is the student's responsibility to verify with the office that the fax (medical or parental) has been received. Proof of a facsimile transmission may be required.
5. Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to serve as a page for a member of the General Assembly and the student brings a written statement upon his-her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason.
6. All other days will be unexcused. No make-up work will be allowed on these days. Credit may be lost when unexcused absences exceed four (4) in a term class and two (2) in a nine-week class. 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 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. No make-up work will be allowed on the suspension days except on the first one-day offense.
8. Parents will be notified by letter on 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.
9. If a student misses more than the four (4) unexcused absences allowed during a term or two (2) allowed in a nine-week class, the Attendance Committee will meet and consider any other reasons that have been presented and may allow the student to retain credit. Parents are allowed to appeal to the attendance committee before reaching the maximum number of days. 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 and no extension is given by the Attendance Committee, 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 have doctor, dentist, or other professional appointments on a regular basis which cannot be scheduled outside of school hours are urged to stagger the time of appointments so that the same class is not missed each time.
12. 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.
13. Keeping track of daily absences is the responsibility of the student. The office will only release this information on grading reports.
14. 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.
15. A student who leaves class five (5) or more minutes before the bell rings will be considered absent.
16. 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 will be required to attend school on Saturday to make up major tests (mid-term and finals).
17. School trips or functions will not be considered absences.
18. A pregnant student shall be allowed to continue in school as long as her physician will sanction it. She shall be expected to abide by the same rules and regulations as all other students and no special arrangements shall be made until the condition of the pregnancy requires them. She will be allowed to return to school upon release from her physician.
19. A student who accumulates four (4) unexcused absences in a term class and/or three (3) unexcused absences in a nine-week class will have his/her name and attendance record submitted to the juvenile truancy office and be assigned a court date.

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

## **BULLYING**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their 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 the school grounds; off school grounds 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.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

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.
- **Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.
- **Electronic acts** of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.
- **Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment.

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

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

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

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

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 principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of the policy shall be subject to disciplinary action ranging from a conference up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Cyber bullying of school employees is expressly prohibited and 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; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. 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;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

## **BUS STUDENTS**

---

All reported bus misconduct will be subject to disciplinary guidelines according to the BHS handbook. Students who misbehave on the bus will receive disciplinary action ranging from student conference to expulsion.

Any visitor riders on a bus must provide the bus driver with a permission note signed by an administrator before being transported on the bus.

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.

## **CAFETERIA**

---

Breakfast and lunch meals are prepared daily and made available to the students. Meals are expected to be paid for unless the appropriate paperwork has been filled out and the student has been approved for free meals. Students are notified they are out of money when they come through the meal service line.

Full paid students may charge meals up to a limit of \$10.00. The charged meals could be in any of the following combinations: 1) four lunches; 2) three lunches and two breakfasts; 3) two lunches and three breakfasts; 4) or any combination of meal charges that would not exceed \$10.00. No ala-carte items may be charged.

Reduced paid students may charge up to a limit of \$2.00. The charged meals could be in any of the following combinations: 1) five lunches; 2) four lunches and one breakfast; 3) three lunches and two breakfasts; 4) or any combination of meal charges that would not exceed \$2.00. No ala-carte items may be charged.

Students receiving free meals may not charge any ala-carte items including extra milk.

If there are special circumstances, which make it difficult for a student to pay for meals, the student should contact the cafeteria manager immediately. Adult and non-student prices will be set to meet the minimum required by federal regulation.

Students may pay for meals by depositing money in accounts on-line via EZSchool Pay, by depositing cash or check into accounts at school or by cash at the time of service. EZSchool Pay charges a small fee for the use of their service.

Applications for Free and Reduced Meals are made available at the beginning of school to each student. They are available in the school office during the school year.

Students are responsible for returning their tray, silverware and trash to the proper location for clean-up. Students who leave their tray or trash on the table are subject to disciplinary action ranging from Early Detention Hall to Saturday School. Cutting line in the cafeteria is not permitted and will result in guilty parties receiving Early Detention Hall.

No guests of students will be allowed to eat with students during lunch unless prior approval is granted from the administration.

Parents are allowed to bring lunch for THEIR child ONLY. Bringing a lunch for someone other than their child, including a group of students, will not be permitted. The lunch must be brought to the principal's office. Classes will not be interrupted to inform students they have a lunch in the office. Students will need to be notified they will have a lunch brought to them BEFORE school by the parent. No food or drinks from restaurants or fast-food vendors may be delivered or brought in to students for lunch.

## **CHECK-OUT PROCEDURE**

---

Permission to leave school before the close of the day's program may be obtained ONLY from the general office.

The proper procedure for checking out of school includes the following:

1. Fill out check-out form.
2. Get an administrator or secretary signature on the check-out form.
3. Sign the check-out book.

No check-out will be allowed on major test days (mid-term and final) until ALL the student's tests for ALL the test days are completed.

Failure to follow check-out procedure will result in disciplinary action ranging from Saturday School to suspension.

## **CLASSROOM RULES**

---

1. Be in your assigned seat ready to begin work when the tardy bell BEGINS to ring.
2. Bring all necessary materials to class every day.
3. Complete all assignments.
4. Do not work on assignments from other classes while in a class.
5. Follow instructions at all times.
6. Cheating will not be tolerated.
7. Do not speak or leave your seat without permission from the teacher.
8. Keep your hands, feet, and objects to yourself.
9. Respect your classmates and their property.
10. Do not have food or carbonated drinks out in the classrooms.

## **CLOSED CAMPUS**

---

Benton High School operates on a closed campus basis during school hours. Students will not be allowed to leave school grounds for any cause unless given official permission by the school administration.

**No students will be allowed to leave school during the lunch period and return after lunch.** A student may only check out at his lunch time if he is not returning to campus or if he presents a medical excuse to the office immediately upon returning to school.

Visitors to the school shall limit their visits to faculty members only; this must be done during the preparation period of the teacher. Visitors shall be defined as any person other than registered students, officials for the school, professional staff, or other persons gainfully employed in the school. All visitors to the school must check in at the principal's office.

## **CONTRABAND**

---

Contraband such as laser lights (ACA § 6-18-512), lighters, matches, radios, tape recorders, CD players, sunglasses, hats, caps, chemical agents, ammunition, and fireworks will not be allowed on school campus without prior approval. If such a device is 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.

## **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, college algebra classes, or before-school 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.

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.

One-Hour Delay	
Bell to go to lockers	8:35
Warning Bell	8:45
Block 1	8:50 – 10:05
Block 2	10:12 – 11:27
A Lunch	11:27 – 12:02
Block 3A	12:09 – 1:24
Block 3B	11:34 – 12:49
B Lunch	12:49 – 1:24
Block 4	1:31 – 2:46

Two-Hour Delay	
Bell to go to lockers	9:35
Warning Bell	9:45
Block 1	9:50 – 10:45
Block 2	10:52 – 11:47
A Lunch	11:47 – 12:22
Block 3A	12:29 – 1:39
Block 3B	11:54 – 1:04
B Lunch	1:04 – 1:39
Block 4	1:46 – 2:46

Communication Plan:

- The Transportation Director will use the district Alert Now 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

---

Detention Hall is held each morning at the following times:

<b>Regular Detention Hall --</b>	<b>7:20 a.m. till 7:44 a.m. (held daily)</b>
<b>Early Detention Hall --</b>	<b>7:00 a.m. till 7:44 a.m. (held on Tuesday, Wednesday, and Thursday each week)</b>

Detention Hall is held in a designated location that is announced to the students at the beginning of the school year. Upon entering the room, a student must sign the sign-in sheet and give the time he/she arrived for Detention Hall. Students must bring books, paper and pencil since the time spent in Detention Hall must be used as a study hall.

A student who is tardy to Detention Hall will remain that day and will receive an additional day for being tardy. A student will be assigned to one session of Saturday School

for excessive tardiness to Detention Hall. 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 who fail to attend or are more than ten minutes late to Regular Detention Hall will be assigned two additional Detention Halls. After a student has accumulated a total of five Regular Detention Halls, he will be assigned one session of Saturday School. If a student is absent from school on the day he has Detention Hall, he must report the day he returns to school.

A student assigned to Regular or Early Detention Hall by the administration as a disciplinary measure must attend at the assigned time. If the student fails to attend the assigned Early Detention Hall, he will receive one session of Saturday School.

## **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. 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.

## **DISPLAY OF AFFECTION**

---

Undue public display of affection between students on campus is not in good taste and will be subject to disciplinary action ranging from student conference to suspension.

## **DRESS CODE**

---

In order to enhance high standards in our school, we must encourage neatness, cleanliness and decency in personal dress and appearance of all students and school personnel. In view of this, all will be expected to be dressed and groomed so as to present a respectable image in keeping with current styles and good taste.

In compliance with Arkansas Code § 6-18-503, Benton High School prohibits the wearing of clothing that exposes underwear, buttocks or the breast of a female.

1. Dress and appearance must not present health and safety hazards or cause disruption of the educational process.
2. General appearance shall be neat and clean in both person and clothing.
3. Conventional shoes or sandals must be worn at all times.
4. 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.
5. Jackets, emblem sweaters, or apparel identifying any group or organization other than those sponsored or approved by the school or those advertising any alcoholic drinks or any suggestive slogans are strictly prohibited. It is the responsibility of the student to ascertain whether or not the jacket, emblem, or clothing item is approved.
6. No other pants may be worn over other exposed clothing such as spandex and warm-ups.
7. Hats, caps, bandanas, and kerchiefs are not allowed on school campus.
8. Pants, jeans, or shorts must be in good, clean repair; they cannot have holes.



9. Extreme sagging and/or excessively 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. Undergarments may not show.
10. 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.
11. No body piercing (except for ears) will be allowed. This includes plastic piercings.
12. 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.
13. Cheerleading and drill team uniforms and/or equipment may be worn or displayed only by those students who are currently members of the cheerleading squad or Pep Steppers.
14. Pajamas, robes, and house shoes are not considered appropriate dress for school and thus will not be allowed. Flannel and cotton pajama pants are not allowed.
15. Face painting is not allowed.
16. Clothing that is considered inflammatory in nature is not allowed.
17. Hoods (hoodies) cannot be worn over the head while in the building or classroom and headbands that cover the ears cannot be worn while in the building or classroom.
18. Dresses, skirts, shirts, and blouses cannot expose the midriff, back, chest, or cleavage. Low-cut shirts are not allowed.
19. Tank tops and tops with spaghetti straps are not permitted; all tops must have at least 4-inch shoulder straps and must not expose any area of the body other than the arm.
20. 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 with minimum four-inch shoulder straps.
21. Shorts must have a 5-inch inseam.
22. Dresses and skirts will be no more than five (5) inches above the top of the kneecap. This includes dresses and skirts worn with leggings and jeggings, or yoga pants that resemble leggings.
23. Only dresses and/or skirts may be worn with leggings or jeggings, or yoga pants that resemble leggings.
24. No undergarments may show.
25. Any accessories that depict animal-like features are prohibited. This includes ears, tails, claws, and hooves.

Students who do not comply with these guidelines will receive appropriate disciplinary action. Since styles, fashions, and fads change, the administrators may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with a possible violation of the previous guidelines, this disapproval must be expressed to the appropriate administrator. The student will then be called in for consultation and possible disciplinary action ranging from changing clothes to suspension. Final decision of any wearing apparel will be at the discretion of the administration.

Exceptions to the above rules and regulations may be approved for special occasions by the administration.

## **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.

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

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

**First Offense**

1. The parent or guardian will be notified.
2. Appropriate law enforcement authorities will be notified of violation.
3. Student discipline will range from school suspension for 6 school days to expulsion.
4. A parent conference will be held before the student is permitted to return to school.

**Second Offense**

1. The parent or guardian will be notified.
2. Appropriate law enforcement authorities will be notified of the violation.
3. The principal will recommend to the Benton School Board that the student be expelled from school for the remainder of the present term (minimum expelled time to be at least 6 days) with no credit to be given during the term.
4. A parent conference will be held before the student is permitted to return to school.

**Third Offense**

1. The parent or guardian will be notified.
2. Appropriate law enforcement authorities will be notified of the violation.
3. The principal will recommend to the Benton School Board that the student be expelled for a full calendar year.

**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**

---

Benton High School 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.
- Electronic devices and accessories, must be turned off and stored in backpacks before entering the building. If a student does not have a backpack, the device and accessories must be stored in the student's locker. Students may resume use of the electronic device at the end of the school day once they have exited the building. 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.
- 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 in backpacks, lockers, or on the right-hand corner of a student's desk. School-issued laptops must be stored in the bag issued by the school.

Any of the above violations can result in consequences ranging from Detention Hall 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:
  - ◆ First Offense: Saturday School
  - ◆ Second Offense: Two (2) days of In-School Suspension
  - ◆ Third Offense: Two (2) days of Out-of-School Suspension
  - ◆ Repeated Offenses can result in repeated Out-of-School Suspension to Expulsion.

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

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 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.

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, Benton High School, nor any employee, is responsible for any student owned electronic device that is lost, stolen, or damaged. Benton High School will not be responsible for any costs incurred for data usage. 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 must keep cell phones or other electronic devices (other than the MacBook) in their backpacks and powered off at all times unless permission is granted by a teacher.
- Students are prohibited from playing games on their MacBooks during school hours.
- Students are prohibited from placing any stickers or adhesives on their MacBooks. 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 communication 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 suspension 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 during the school day or at any school activity. Students involved in such conduct will receive immediate suspension. Suspension will range from three days to expulsion.

### **GAMBLING, IMMORALITY, AND PROFANITY**

---

Principals and teachers shall exercise careful supervision over moral conditions in the school. Gambling, immorality, and profanity on school grounds will not be tolerated; these acts will be subject to the appropriate disciplinary action ranging from Saturday School to expulsion.

1. Immorality -- A student shall abstain from immoral acts.
2. Gambling -- A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
3. Profanity -- A student shall abstain from using profanity.

4. Shocking Behavior -- Students should refrain from any type of behavior that would be "shocking" to the school or to the community.

## **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.

## **HALL PASS**

---

A hall pass is necessary when a student leaves the classroom during the period. This pass must be dated, timed, and signed by the teacher in charge of the room from which the student is leaving and also by the receiving teacher. Students found in unspecified areas are subject to disciplinary action ranging from a minimum of Early 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**

---

Students may be assigned by administrators to In-School Suspension for a set number of days. In-School Suspension is held in the classroom of Cook Fieldhouse. 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 a minimum of detention hall to a maximum of expulsion.

## **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, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of 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, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by 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 suspension to a maximum of expulsion.

## **LOCKERS**

---

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. 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. 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).

Benton High School 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**

---

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 term tests.

## **NON-TRADITIONAL EDUCATION**

---

### **FUSION ACADEMY (Grades K-12)**

The Benton School District provides Fusion Academy, an alternative learning environment for students meeting the Arkansas Department of 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 offered by Arkansas Virtual High School through the Arkansas Department of Education. 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 Benton High 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.

## **OFF LIMIT AREAS**

---

### **Before School (Prior to 7:30 Bell)**

All students must remain in the cafeteria, the courtyard, Panther Hallway and the area between the rotunda and the Grand Staircase before school. A student may also go to the library. If a student needs to go to a classroom, he will have to have a note to that effect from the teacher. All other areas, including student lockers, are off limits.

### **At Lunch**

The following areas are off limits during lunch:

1. All Second floor classrooms
2. Math Hallway and restrooms
3. Science and Technology Hallway and restrooms
4. Band room, Choir room, hallway, and restrooms
5. All parking lots

Students found in these areas are subject to disciplinary action ranging from detention hall to Saturday School.

## **PARKING**

---

1. Cars will be parked in designated parking spaces on campus.
2. Students must register their cars and purchase a \$10.00 parking tag in the office. The tag must be displayed in the car when it is parked on campus. It is the responsibility of the student to arrive to school in a timely manner and find an appropriate parking space.
3. Any student who parks his vehicle illegally (double-parked, blocking a driveway or sidewalk, in teacher's parking lot, in non-parking area) is subject to student discipline and to car tow-away.
4. Students are not to sit in parked cars or loiter around them. Parking lots are off limits during the school day.
5. No person shall sit in, drive, or ride in any car except to and from school during the school day.
6. There will be a special section for the parking of bicycles and motorcycles.
7. A 5 MPH speed limit will be enforced on campus. Reckless driving will not be tolerated and will result in student discipline.
8. Benton High School assumes no responsibility for any damages that an automobile receives while parked on campus. Students park at their own risk.

Discipline for any of the above infractions will range from Early Detention Hall to suspension. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

## **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 Detention Hall to 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. Wilfully 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. Wilfully or intentionally damaging, destroying, or stealing school property;
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, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Behavior not covered.

## **PROPERTY DESTRUCTION OR VANDALISM**

Students shall not cause or attempt to cause damage to any property, public or privately owned. 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. Consequences of vandalism will range from Detention Hall to expulsion, dependent upon the severity.

## **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. To further ensure the safety of students and staff in the Benton School District, all staff and students at Benton High School MAY be required to wear ID badges.

## **SATURDAY ALTERNATIVE SCHOOL**

---

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, AEA meetings, 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. Upon checking in, each student must have one (1) library book, two (2) textbooks, paper and pencil. 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. There will be one break in the morning. 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.
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. Electronic devices will not be permitted in 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 Saturday School 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 discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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.

To further ensure the safety of students and staff in the Benton School District, all staff and students at Benton Junior High and Benton High School may be required to wear ID badges.

## **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 to six (6) 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 six (6) 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. Only major exams and previously assigned major projects will be allowed to be made up and must be made up upon the student's return to school. No make-up work will be allowed for homework, quizzes or minor exams. A major exam is defined as nine-weeks and semester tests. Repeated suspensions may result in expulsion.

### **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 recommendation for expulsion. The principal will send a written recommendation for expulsion to the Assistant Superintendent for Student Services.
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 for Student Services will meet with the student and parent or guardian within two (2) five (5) working days 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**

---

Tardy shall be defined as a student not being in his assigned chair when the tardy bell begins to ring.

1. A student tardy to any class will report to detention hall the following morning at 7:20 a.m.
2. A student tardy (ten minutes or less) to detention hall will remain for that day and receive an additional day for being tardy.
3. A student truant to detention hall will automatically be assigned two additional days of detention hall. When a student accumulates a total of five detention halls for tardies, he will be assigned Saturday Alternative School.
4. Students must bring study material to detention hall since it is equivalent to a study hall. Other students who would like a quiet time to study may attend. Students will be allowed to go to their locker to secure study materials prior to their assigned Detention Hall.
5. A student who is more than 5 minutes late to class will be considered absent and will not have to attend detention hall.
6. Students who become habitually tardy may receive additional disciplinary action ranging from a minimum of Saturday School to a maximum of suspension.

## **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 Saturday School to suspension.

HAC/TAC 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 High School office. Whenever HAC/TAC 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](http://www.bentonschools.org), then click on "Technology".

## **THEFT**

---

The offense or theft of anything will be viewed as serious misconduct and discipline will range from a minimum of a suspension to a maximum of expulsion from the school. In addition, authorities may be notified and prosecution in the courts may result. Students shall make restitution of any property stolen by them.



## **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**

---

Possession or use of tobacco or products containing tobacco in any form (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.

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

### **First Offense:**

1. A parent or guardian will be notified.
2. Three (3) days of In-School Suspension-While attending ISS, student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc. in addition to other class assignments provided by teachers or ISS supervisor.
3. Students and parents will be provided information about available cessation programs.

### **Second Offense:**

1. A parent or guardian will be notified.
2. The student will be suspended for four (4) days.
3. Students and parents will be provided information about available cessation programs.

### **Third Offense:**

1. The parent or guardian will be notified.
2. The student will be suspended for five (5) days.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

### **Fourth Offense:**

1. The parent or guardian will be notified.
2. The student will be suspended for six (6) days.
3. A parent-principal conference must be held before the student is allowed to return to class.
4. Students and parents will be provided information about available cessation programs.

**All Other Offenses:**

All other offenses after Offense 4 will result in the student being suspended for (6) days and a recommendation to the school board to expel the student for the rest of the school term.

**TRASH**

---

Do not drop paper, candy wrappers, cold drink containers, or other waste materials on the floor, halls, passageways, or grounds, but place them in conveniently located containers for that purpose. Students violating this rule will be subject to discipline ranging from a minimum of detention hall to a maximum of suspension.

**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.

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

**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 ranging from one year to permanent depending on degree and intent.
2. Use of any weapon other than a gun will result in expulsion ranging from one term to permanent depending on degree and intent.
3. Possession of weapons other than guns (facsimile guns are included in this section) will result in suspension or expulsion up to one year.

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 will 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 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.

### ACADEMIC IMPROVEMENT PLAN

---

Students not proficient on state mandated tests will have an Individualized Academic Improvement Plan (IAIP) and will complete a remediation program to receive credit for the corresponding course. Failure to participate will result in loss of credit. The remediation program will be taught during STAT class.

### AP / IB / ADE HONORS COURSES

---

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 Biology, AP World History, AP Government, AP European History, AP United States History, AP Psychology, AP Chemistry, AP Music Theory, AP Spanish, AP Statistics and AP Calculus, 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. A student must have earned a minimum grade point average of 2.0 the previous semester (or term).

If a student has not earned a minimum of a 2.0 GPA the previous term, the student must participate in our supplemental instruction program for at least 100 minutes each Thursday afternoon in the fall and each Wednesday afternoon in the spring from 3:30 to 5:10 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.

If a student is guilty of any of the above items, he/she

- (1) Becomes immediately ineligible for the current term and
- (2) Must remain in the after school class to be eligible for the next term.

## **ARKANSAS SCHOLARS PROGRAM**

---

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**

---

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

1. The following will be used:

Sophomores	4 1/2 credits
Juniors	10 credits
Seniors	18 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.
3. STAT assignments will be based on classification of students. Students must attend class meetings and assemblies according to STAT assignments.

## **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 (Exception: College Algebra taken at Benton High School).
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**

---

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.

Benton High School offers the 38 courses required by the Standards for Accreditation as well as a variety of other classes that are not required by the State Department of Education. BHS 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. Courses offered by BHS are as follows:

### **English**

English 10	Honors English 10
Pre-AP English 10	Beyond Writing
English 11	Honors English 11
AP Language and Composition	English 12
Honors English 12	AP Literature and Composition
Transitional English 12	Oral Communications
Journalism II, III, IV	ESL (English Second Language)
Drama Language Arts	

### **Social Studies**

World History	Psychology/Sociology
Honors World History	AP Psychology
AP World History	Government
American History	AP U.S Government and Politics
Honors American History	World Geography
AP United States History	Current Events
AP European History	Economics
Civics	

### **Mathematics**

Algebra I	College Algebra
Algebra II	Bridge to Algebra II
Honors Algebra II	Pre-AP Trig/Pre-Calculus
Algebra III	AP Calculus AB
Geometry	AP Statistics
Honors Geometry	Math Readiness
ACT Math Prep	Quantitative Literacy
Resource Math	

**Science**

Physical Science  
Chemistry  
Honors Chemistry  
AP Chemistry  
Biology  
Honors Biology  
AP Environmental Science

**Foreign Language**

Spanish I, II, III  
French I, II, III, IV

**Career Technical**

AP Computer Science  
Computer Business Applications  
Management  
Sports & Entertainment Marketing  
Orientation to Teaching  
Orientation to Teaching II  
Fundamentals of Advertising and Graphic Design  
Intermediate Advertising and Graphic Design  
Digital Media/Digital Audio  
College & Career Readiness  
Parenting  
Child Care Management  
Carpentry I, II  
Sports Medicine Injury Assessment  
Intermediate A/V Tech and Film  
Cosmetology I, II  
Baking and Pastry Arts I  
Hospitality Management

**Fine Arts**

Theatre I  
AP Music Theory  
Panther Sounds II, III, IV  
Chamber Choir I, II, III  
Jazz Choir I, II, III  
AP Studio Art 2D Design  
Jazz Band

**Other**

Gifted & Talented I, II, III, IV  
Physical Education I, II  
Health & Safety (CPR training)  
Personal Fitness  
Learning Skills (Reading 180)  
Cheerleading  
Pep Stepper  
Golf  
Bowling, Cross Country, Soccer, Tennis, Wrestling, Swimming (After School)

Pre-AP Biology  
AP Biology  
Honors Anatomy/Physiology  
Physics  
Environmental Science  
AP Physics  
Advanced STEM and Research

AP Spanish IV  
AP Spanish Language and Culture

Advanced Spreadsheets  
Concurrent Credit Computer Business Applications  
Marketing  
Fashion Merchandising  
Accounting I  
Computerized Accounting II  
Fundamentals of Television  
Fundamentals A/V Tech and Film  
Introduction to Media Communications  
Nutrition & Wellness  
Child Development  
Construction Fundamentals  
Foundations of Sports Medicine  
Automotive Technology I, II  
Auto Collision Repair I, II  
Medical Professions I  
Culinary Arts 1

Theatre II  
Music Appreciation  
Visual Art Appreciation  
Art I, II, III, IV  
AP Art History  
Band II, III, IV

Football  
Basketball  
Baseball  
Softball  
Volleyball  
Track  
ROTC II, III, IV

## **DROP-OUT PREVENTION**

---

Benton High School offers 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 at Benton High School and complete assignments to a passing level of satisfaction as graded by instructor, counselor, and administrator of Benton High School.
4. Each credit recovery class will be 90 minutes. The class will meet on Tuesday and Thursday of each week school is in session.
5. Students will be required to write critiques from essay questions and to research specific topics assigned to students.
6. Students are allowed one absence.
7. Students may be dismissed from Academic Credit Recovery due to attendance, lack of work, or discipline infractions.
8. The grade awarded for this class(es) will not be calculated into a student's gpa.
9. This class will be noted as a Credit Recovery (CR) class on the student's transcript.
10. BHS Administration will determine courses offered.

### **Attendance Credit Recovery**

1. The student cannot have more than 5 unexcused absences in a nine-week course and no more than 8 unexcused absences in a term class.
2. The student must have a passing grade in the class upon entry into the program and upon completing the program.
3. A student may only be enrolled in the credit recovery program one term each year.
4. All classes must be approved by the principal. Only core classes or other approved courses are eligible for Credit Recovery.
5. After all work is completed; it will be reviewed by the administration for competence.
6. Assignments will be computer work and writing prompts.
7. No absences are permitted once credit recovery begins.
8. Students may be dismissed from Attendance Credit Recovery due to an absence, lack of work, or discipline infractions.
9. The work submitted for Attendance Credit Recovery will not change a student's original grade.
10. 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 will receive an "F" 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**

---

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**

---

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 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 and foreign language will be counted in the GPA. These include all subjects except driver education, athletics, pep steppers, cheerleaders, 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."
7. Grade point average will carry an asterisk to denote a modified curriculum.
8. 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.
9. 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. 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 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)
  - 1 unit Health/PE
  - 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 a NCA-approved 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 graduating seniors may be subject to an exit examination.
9. The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.7 In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

## **HOMEBOUND POLICY**

---

If a student enrolled in Benton High School 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 BHS 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. Homework will be accepted late up until one week after the homework was due for up to 75% credit. This policy does not apply to classwork, tests, and research papers. Upon request, teachers will be available for tutoring from 2:50 till 3:20 after school.

## **HONOR COURSES**

---

### **Placement in Honors Courses**

Students are placed in honors courses using the following criteria: teacher recommendations, test scores, and grades. If a student or his/her parent or guardian wants to be placed in the honor classes but feels he/she will not automatically be put there, he/she may request such placement through his/her counselor.

### **Removal from Honors Classes**

Students who are placed in honors classes and do not want to work at this level may petition to be removed through his/her counselor and/or department chairperson. However, parental consent is necessary before any action can be taken. A committee composed of administrators, counselors, and teachers will then review the student's request. If the committee feels the material to be studied is too difficult for the student's ability, the committee may allow the student to transfer to regular classes.

## HONOR GRADUATES

---

1. The entire BHS record (excluding non-solid/activity courses and other courses noted) will be used in calculating GPA for these students.
2. 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. A student must have been enrolled in BHS during the entire period of his senior year.
  - b. A transfer student must have an overall GPA of 3.500 or better on all work at BHS as well as have the overall 3.500 or better.
  - c. A student must have completed all honor, PreAP or AP core courses, two (2) years of the same foreign language, Honors Trig/Pre-Cal, and an additional core course elective chosen from the following: AP Biology, AP Calculus, AP Chemistry, AP European History, AP Government, AP Music Theory, AP Psychology, AP Spanish, AP Statistics, AP Art History, Honors Anatomy/Physiology or Honors Physics.
  - d. A student may not have an NC on his record to be considered for honor graduate status.
3. 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).

## MAKE-UP WORK

---

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 make up 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. Make-up work is allowed for suspension only on the first one-day offense.
6. No make-up is allowed for unexcused absences or expulsion.
7. Teachers are encouraged to build into their grading system a grade for daily class participation.
8. Major tests such as mid-terms and finals will be made up on Saturday or on another day determined by school administration.
9. No make-up will be allowed for organized cuts.

## **NATIONAL HONOR SOCIETY**

---

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.

## **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**

---

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.

## **PROMOTION/RETENTION/COURSE CREDIT**

---

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.

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take an EOC assessment, the student must either receive a passing score on the initial

assessment or successfully participate in the remediation program identified in his/her individualized Academic Improvement Plan (AIP), which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her AIP which may include additional opportunities to retake the measurement. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

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

## **REPORT CARDS**

---

Report cards will be distributed following mid-terms and final 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.

## **SALINE COUNTY CAREER CENTER**

---

Pulaski Technical College will offer courses at the Saline County Career Center in Bauxite. The courses there are approved by the Arkansas Department of Workforce Education and will count toward high school graduation requirements. In some cases, the student will also earn credit toward a Technical Certificate or Associate of Applied Science degree at Pulaski Technical College.

BHS students who attends

- Must ride the bus provided by the school to and from the SCCC
- Will receive an "F" if the course is dropped
- Must abide by all BHS rules and regulations
- Cannot attend if suspended from BHS or in attendance at ISS
- BHS attendance policy will be in effect
- Must check in/out from BHS office if you are checking in or out of school

## **SCHEDULE CHANGE**

---

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](http://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](http://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](http://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 Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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



SMART CORE INFORMED CONSENT FORM  
(GRADUATING CLASS OF 2016 AND AFTER)

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.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

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

- Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology)
- Physical Science, Chemistry, or Physics – 2 units

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

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

Fine Arts – ½ unit

Career Focus – 6 units

\*Computer Science – (optional) A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math requirement or the 3<sup>rd</sup> science requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement. If the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Arkansas Department of Education—May 19, 2015

**SMART CORE WAIVER FORM**  
**(GRADUATING CLASS OF 2016 AND AFTER)**

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.

*Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.*

**CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

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

- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
- Geometry (or Geometry A & Geometry 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, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

**Social Studies – 3 units**

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – ½ unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts – ½ unit**

**Career Focus – 8 units**

\***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4<sup>th</sup> math requirement or the 3<sup>rd</sup> science requirement. Two distinct units of the computer science courses listed above may replace the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement. If the 4<sup>th</sup> math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

*(Comparable concurrent credit may be substituted where applicable.)*

**Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

*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 for my child. I understand the potential negative consequences of this action as outlined on this form.*

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

Date \_\_\_\_\_

School Official Signature \_\_\_\_\_

Date \_\_\_\_\_

Arkansas Department of Education— May 14, 2015

## **TESTS**

---

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. 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 mid-term grading period and at the end of the term
  - b. Three or less days absence in a class except when the student has an "F" at mid-term or at the end of the term
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 final exams, any student who fails to take the final 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. Students who because of absences receive a No Credit in a class must take mid-term exams, but they will not be required to take finals.
7. No check out will be allowed on major tests days without prior approval from the administration.
8. College visit days will not be excused on days of mid-terms or finals.

## **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.
- All other transfer students from non-accredited school and home 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

### 6A 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.

### 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 BHS student body are invited to perform in assemblies at other schools, only those students who have official parts in the assembly program will be permitted to check out of school.

### ATHLETIC DUAL PARTICIPATION

---

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.

## **BELL SCHEDULE**

---

### **Regular Bell Schedule**

Early Detention Hall	7:00
Detention	7:20
Building Entry	7:30
Detention Hall Dismissal/Warning Bell	7:44
Block 1	7:50 – 9:20
Block 2	9:27 – 10:57
A Lunch	10:57 – 11:32
Block 3A	11:39 – 1:09
Block 3B	11:04 – 12:34
B Lunch	12:34 – 1:09
Block 4	1:16 – 2:46

### **STAT Bell Schedule**

Early Detention Hall	7:00
Detention	7:20
Building Entry	7:30
Detention Hall Dismissal/Warning Bell	7:44
Block 1	7:50 – 9:10
STAT	9:17 – 9:50
Block 2	9:57 – 11:17
A Lunch	11:17 – 11:52
Block 3A	11:59 – 1:19
Block 3B	11:24 – 12:44
B Lunch	12:44 – 1:19
Block 4	1:26 – 2:46

## CALENDAR

---

July 17-20	Senior Portraits
August 1	Senior Registration
August 2	Junior Registration
August 3	Sophomore Registration
August 7-10	Staff Professional Development
August 10	Open House
August 14	First Day of School
September 4	Labor Day – No School
September 6	School Day Pictures
September 9	ACT
September 16	Powder Puff
September 20	Senior Group Picture/Senior Retakes
October 6	Homecoming
October 7	Homecoming Semi-Formal Dance
October 12 and 13	Nine Weeks Tests
October 17	School Day Retakes and Club Pictures
October 24	Parent/Teacher Conferences
October 28	ACT
November 20-24	Thanksgiving Break
December 9	ACT
December 20	Nine Weeks Tests
December 21 and 22	Final Exams
December 23 – January 7	Christmas Break
January 8	3rd Nine Weeks Begins
January 15	MLK Day – No School
January 18	Talent Show
February 10	ACT
February 17	Spring Fling Dance
February 19	President's Day – No School – Possible Snow Make-up Day
March 8 and 9	Nine Weeks Tests
March 19-23	Spring Break
March 29	Parent/Teacher Conferences
March 30	District Professional Development – No Students
April 5	Caps Registration
April 14	ACT
May 15	Senior Awards
May 17	Graduation
May 23	Last Day of School
May 24 31	Snow Days
June 9	ACT

## **CAREER ACTION PLANNING**

---

All students participate in Career Action Planning classes during the school year. These classes are designed to provide students with information to make decisions about education, work, and life, enabling them to develop a vision and a career pathway to the future. A major focus of CAPS is the registration conference held each spring. This is a time set aside for students and parents to meet with an advisor to discuss course enrollment for each year and high school graduation credits. Because parent involvement is key in this process, we strongly encourage students and parents to attend this conference. Failure to attend will result in the student being counted absent for the entire day, and possible loss of course availability.

## **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, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy 4.01 RESIDENCE REQUIREMENTS, within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy 4.06 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, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
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

## **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, but every attempt is also made to have a minimum of one conference a year with each student. If a student desires to see his counselor, he should go to the reception area of the counseling area and fill out a formal request to see his counselor. The counselor will then call for the student.

The counselor's office handles all scholastic examinations, information on College Board examinations, scholarship information, scheduling of classes and information on graduation requirements.

Counseling assignments are as follows:

Mrs. Pitts - all students whose last names begin with letters - A-G

Mrs. Stout - all students whose last names begin with letters - H-N

Ms. Zaunbrecher - all students whose last names begin with letters - O-Z

## **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 from commercial businesses.

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.

Approved fund raising within the school is limited to the Junior class magazine drive, Pep Steppers, Cheerleaders, and Student Council.

## **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.
- a. 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 an 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 active shooter drill and school safety assessment may be conducted for all District schools in collaboration with local law enforcement and emergency management personnel. 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 an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

## **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. 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 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, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person 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 or guardian; or
  - f. United States military identification
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
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.

#### **Uniformed Services Member's Children**

For the purposes of this policy, "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

- active duty members 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; and
- 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.

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.

## **FEES IN SCHOOL**

In certain types of courses which consume supplies, fees shall be charged. There shall be no fees in required courses. The following is a list of such fees which shall be collected by the teacher of this course:

Art	\$10.00 per course
Band (uniform)	\$13.00 per year
Carpentry	Cost of personal projects
Cosmetology	\$70.00 approximately
Collision Repair	\$18.00
Auto Tech	\$5.00

## **FOREIGN EXCHANGE RESIDENCY**

---

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. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to excessive absences and at the beginning of each school year thereafter).

## **MEDIA CENTER**

---

1. The media center is a place for quiet, independent study and research.
2. Students may use this facility for a specific assignment with permission from his/her teacher during class; however, a pass must be issued by the teacher and presented to the librarian.
3. Leisure reading should be done only at lunch, before and after school.
4. The media center will open each morning at 7:00 and remain open until 3:45 on Monday through Thursday and 3:30 on Friday.
5. Most books may be checked out for a two-week period. Most reserved books may be checked out at 3:00 p.m. and kept until the tardy bell the following morning. Reference books cannot be checked out. Fines are twenty-five cents a day for overdue books which have been checked out for two weeks. The fine on reserved books is twenty-five cents per period.
6. Do not remove any material from the media center without first checking it out with the librarian or student assistant. Act 906 of 1995 provides support for media centers in terms of keeping "library (media center) materials" secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a

person who violates school policies that govern media center security and provides protection to the employee that detains or questions a person believed to be concealing materials. This act also allows for a person to be detained and questioned in a reasonable manner if media center personnel believe a person has committed an offense or has concealed any center material within his belongings. This law protects media center personnel that detain or question any person from civil liability.

## **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. 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, 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 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.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

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.

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

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided 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 developed under Section 504 of the Rehabilitation Act of 1973 which 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 certified 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.

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 regulations.

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: _____

**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.

**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.

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: Sophomores will be screened for body mass index (BMI); vision and hearing screenings for all new students, Special Education re-evaluations, and any student referred by teachers.

### **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.

## **OFFICERS**

---

A limit is placed on the number of offices a person may hold in school clubs and organizations. With a student body of 900 plus, there are enough capable student leaders and leadership opportunities that no one person needs to hold more than one major leadership position.

Major leadership positions include being president or captain of the following: student council, class, clubs, drill team, cheerleader, and journalism editors and business managers.

Student Council officers and class officers for the following year will be elected the last two weeks in March. Cheerleader and drill team officers will be selected by the middle of April. After that time, clubs may begin officer elections for the following year. It will be helpful if all officer election results are published in the bulletin.

## **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. These clubs are active at Benton High School. Their requirements for membership are as follows:

Art & Photography Club	Students interested in photography and art
Audio/Video Tech and Film Club	Students in A/V Tech and Film
Backpacking & Environmental	All interested students
BHS Serve	Students interested in serving others
Book Club	Students interested in reading
Chess Club	All interested students
Debate Club	Students interested in competitive debate
Diversity Club	Students interested in learning about different cultures
Drama Club	Students interested in drama
FCA	Athletes concerned about their faith
FCCLA	Students in consumer science classes
Fire Marshals	Appointed
FBLA	Students in business classes
Future Educators Association	Students in Orientation to Teaching
GSA	Students interested in promoting unity
Interclub Council	President or Captain from all school organizations
Key Club	All interested students
Math Club	Taken or enrolled in Algebra II
Model UN	Students interested in diplomacy and international relations
National Honor Society	Inducted students
Science Club	Students in science classes
Skills USA	Vocational students
Student Council	Elected
World Languages Club	Students in foreign language classes
Writer's Circle	Students interested in writing
YEA (Youth Environmental Ambassadors)	Students interested in environmental issues

Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

The schedule for club meetings is as follows:

**MORNING SCHEDULE:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AV Tech and Film Club Room 203	Student Council Amphitheater	FBLA Room 220		Backpacking Room 206
YEA Room 232	Student Council Amphitheater	Book Club Room 123	National Honor Society Amphitheater	Science Club Room 122
FCA/FCS Room 219	Student Council Amphitheater	Math Club Room 109	Skills USA Shop Room	
BHS Serve Amphitheater	Student Council Amphitheater	Key Club Room 231	FEA Room 221	

**AFTERNOON SCHEDULE:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Beaus and Belles Choir Room		Art Club Room 229	Drama Club Room 228	Debate Club Room 213
Beaus and Belles Choir Room	Diversity Club Room 207	World Languages Club Room 218	Model UN Room 236	Debate Club Room 213
Beaus and Belles Choir Room	FCCLA Room 110	RESERVED FOR FACULTY MEETINGS	Writers' Circle Room 215	Debate Club Room 213
Beaus and Belles Choir Room		RESERVED FOR PLC MEETINGS	GSA Room 218	Debate Club Room 213

**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 and CAPS Conferences. Other ways teachers are accessible are through e-mails and telephone calls. Parents can request a special Parent/Teacher Conference through their child guidance counselor. Parents of students not performing at the level expected for their grade are also notified through mid-term progress reports.

## **PARENTAL INVOLVEMENT PLAN**

---

1. List various communication strategies used in your school to provide information to parents and to increase parental involvement in supporting classroom instruction. The school will utilize Alert Now to inform parents of school activities, meetings, and other pertinent information.

A school Website is maintained that provides information on all school and district activities. Daily announcements are posted. Helpful educational links are provided. Teachers will create Websites (through the Edline program) for their classrooms that provide information on homework assignments, study guides, and other pertinent classroom information. The parents are provided a PIN number to access teachers' Web sites and their child's grades.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress through emails, Remind 101 texts, and phone calls. The school will provide to parents progress reports/report cards every marking period with information regarding their child's academic progress and upcoming school events.

A lighted marquee sign is located on the school campus. It is updated weekly with upcoming events and information.

The school will hold a new student orientation and open house for all students at the beginning of the school year.

2. List the proposed parent meetings, conferences and activities planned regularly throughout this year and the dates; providing flexible meeting times to increase parental involvement and build staff/parent rapport and engagement (must include the mandated parent/teacher conferences each year).

The school provides a report and explanation of the statewide assessment system, standards, and accountability measures – including results for our school. This is done in August of each school year at the Parent/Student Open House.

Student Orientation – Parents are invited to attend with their children to receive schedules and school information, and to meet with teachers for the upcoming year. This is held in August each year.

Parent Teacher Conferences are held once each semester for parents to meet with teachers to discuss academic issues and concerns. CAPS Registration Conferences are held each spring. Parents are invited to attend and meet with their child's teacher/advisor to register for classes for the upcoming school year.

The school will participate in the district-wide family night for ESL students in the fall of each year.

The music programs at the school will present multiple evening presentations at various times through the school year.

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

STATE REQUIREMENT (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

STATE REQUIREMENT – Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the

Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.

The school will provide additional volunteer opportunities to parents through the Athletic Booster Club, Band Booster Club, and Choir Booster Club. Parents will be notified of these opportunities through the school website and the local newspaper.

4. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program.

The school will involve parents in school improvement planning and invite them to serve on curricular and instructional review committees.

STATE REQUIREMENT – To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.

STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement.

Parents are included on the committees for the school ASCIP plan and school handbook.

5. How will your school provide resources for parents?

STATE REQUIREMENT - The school will distribute informational packets at the beginning of the school year that include a copy of the school's parental involvement plan, a survey for volunteer interests, and suggestions of ways parents can be involved in their child's education.

STATE REQUIREMENT - To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.

A Parent Center is maintained in conjunction with the counselor's office. It is supplied with resources for parents regarding help with issues in child development.

STATE REQUIREMENT – Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.

STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

STATE REQUIREMENT – The school will sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

The school will utilize the local newspaper to communicate upcoming school events as well as student successes.

The school will host College Scholarship and Financial Aid nights to inform parents of juniors and seniors about the availability of financial aid and the process for which to apply.

If you have any questions about this plan, you may contact the principal at 501-778-3288.

## **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, guardian, person acting in loco parentis, 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 role (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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

## **PROCESS FOR ADDRESSING STUDENT CONCERNS**

---

1. The student will take the concern to the student council sponsor in writing in a timely manner.
2. The student council sponsor will review the request and either place it on the student council meeting agenda or take it to the appropriate assistant principal if it is not an issue the student council can address.
3. The student who expressed the concern will be given a date and time to present the concern to the student council or they will be contacted by an administrator.
4. If the student does not feel his/her concern was addressed properly, they may take the concern to the assistant principal or principal.

## **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. Principal or Assistant Principal
3. Assistant Superintendent
4. 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.

## **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 deadline to apply is on or before 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.

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**

---

All school related trips must be approved through the principal prior to planning the activity.

## **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.

## **STUDENT PUBLICATIONS POLICY**

---

Benton High School will publish a yearbook, The Panther, and a minimum of four editions of the newspaper, Panther Tales, each year. The yearbook will be delivered in the spring and distributed by the journalism staff. Publishing costs will be covered through book sales and the sale of advertising to community business. The school district's instructional fund will pay the cost of printing the newspaper.

The purpose of both publications is to provide a record of the school year. Journalism students and guest writers recognize that truth, fairness, accuracy, and responsibility are essential to both publications. They shall respect the rights of privacy of each individual. Publications 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 journalism 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.

## **STUDENT/TEACHER ACADEMIC TASKS (STAT)**

---

STAT is a class which will meet once each week for thirty-five minutes to provide students with an opportunity for tutoring, makeup testing, academic advice, remediation and library time. Every student will be assigned to a STAT teacher and class. During STAT, students may remain with that teacher for study time, go to the library, go to another class for tutoring, go to a specific class to make up tests, or perform other academic tasks. In order to leave a STAT class for these activities, all students must have approval from both teachers.

## **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.

## **TELEPHONES**

---

Calling the School:

While the school office personnel is 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 high school's enrollment is large, 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 EXTRA-CURRICULAR ACTIVITIES**

---

1. Any student of BHS who makes any out of town trip for an extra-curricular activity must travel round trip by school arranged transportation.
2. Any student traveling by any mode of transportation other than that described above will not be allowed to participate in the activity.
3. Any student who is not able to make the return trip by school arranged transportation following the activity should not make the trip at all as part of the school group.
4. Any request for an exception to be made to the above rules must be made in writing to the responsible coach or sponsor; upon the coach or sponsor's approval, the document will be placed on file in the principal's office. This process must be done prior to leaving.

## **WELLNESS POLICY**

---

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**

---

Students who withdraw from Benton High School 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 Benton High School without officially withdrawing as an active student will receive the appropriate grade of an NC or F.

In some cases where suspension is imminent and in the principal's judgment suspension may not be in the best interest of the student, the principal may allow voluntary withdrawal. In such cases the parent/guardian waives the right to have a full hearing on the charge. When a student is voluntarily withdrawn, all credit is lost.

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.

# notes

---

A series of horizontal dotted lines for writing notes.