

**Benton Middle School
2017-2018**

Staff Phone Numbers:

Principal	Steve Quinn	776-5740
Asst. Principal	Karen Crosby	776-5748
Asst. Principal	Benji White	
Counselor	Fanny Neely	
Counselor	Pasley Butler	776-5742
Counselor	Denise Rogers	776-5742
Secretary	Holly Bailey	776-5740
Secretary		776-5740
Secretary	Stephanie Davis	776-5742
Secretary	Brandy Brown	
School Nurse	Sherri Poe	776-5741

Benton Middle School Calendar
2017-18

Aug. 14.....	First Day of School
Sept. 4.....	Labor Day (No School)
Sept. 14.....	School Pictures
Sept. 22	Student Council Dance 6:00 p.m.-8:00 p.m. BMS Cafeteria
Oct. 24.....	Parent/Teacher Conferences 3:30 p.m.-7:30 p.m.
Oct. 27.....	No School
Nov. 2.....	School Pictures Make-Up Day
Nov. 10.....	Veteran's Day Assembly 9:00 a.m. BHS-Butler Auditorium
Nov. 20-24.....	Thanksgiving Holidays(No school)
Dec. 8	Elf Club Dance 6:00 p.m.-8:00 p.m. BMS Cafeteria
Dec. 21.....	BMS Band Christmas Concert 7:00 p.m.BHS-Butler Auditorium
Dec. 12	6 th Grade Choir Christmas Concert 6:00 p.m.BHS-Butler Auditorium
Dec. 14	7 th Grade Choir Christmas Concert 6:00 p.m. BHS-Butler Auditorium
Dec. 23-Jan.7.....	Christmas Holidays(No school)
Jan. 15.....	Martin Luther King Jr. Holiday (No school)
Feb. 19.....	President's Day Holiday(No school)
March 19-23.....	Spring Break (No school)
March 29.....	Parent/Teacher Conferences 3:30-7:30
March 30.....	District PD Day (No School)
April 5.....	CAPS Conferences (No school)
May 10	BMS Band Spring Concert 7:00 p.m.- Butler Auditorium
May 14.....	BMS Choir Spring Concert 6 th -6:00 p.m. 7 th Grade-7:00 p.m. Butler Auditorium
May 23.....	Last Day of School

POLICY ACKNOWLEDGEMENT

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 defined policy contained in the School Board Policy of the Benton School District which is available in the principal's office and online.

Students will receive a policy acknowledgement form at the beginning of the school year. This form states that the student has received a copy of the Benton Middle School handbook, and that he/she is aware of what is expected of him/her as a student. The student understands the discipline procedures he/she will be subject to should he/she not conform to the code of conduct for Benton Middle School students.

Arkansas law requires that the Policy Acknowledgement form be signed by the student and one guardian and be kept on file at the school. No grades will be issued until this form is signed and returned to Benton Middle School.

At the beginning of the year, each student and parent will be required to sign the Benton Public Schools Student Electronic Device and Internet Use Agreement and the BYOD (Bring Your Own Device) Agreement. This form must be completed, signed and returned to the school before the student is allowed to use the computer network, the Internet, or any other technology belonging to Benton Public Schools and before they are allowed to bring their own devices. These policies are located in the handbook.

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.

BENTON PUBLIC SCHOOLS
Dr. Mike Skelton, Superintendent
PO 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 teachers. Federal law allows you to ask for certain information about your child's teacher and requires the District to provide you with this information within a timely manner. Specifically, you can ask for the following information about your child's teacher:

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

If you would like to receive any of this information, please come by the Benton Administrative Office, 207 West 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 mskelton@bentonschools.org

Dr. Mike Skelton
Superintendent
Benton Public Schools

PARENTAL INVOLVEMENT PLAN

Benton Middle School has several communication strategies that we use to provide additional information to parents and to increase parental involvement in supporting classroom instruction. These include:

- A website (Home Access Center) to allow parents to access class information, attendance and grades.
- A website (Benton Middle School Home Page) that includes school information and a Parent/Teacher Communication link with information for accessing classroom teacher web sites, Remind 101 access codes, etc.
- We hold Parent/Teacher conferences each fall and spring and Career Action Plan Schedule (CAPS) conferences in the spring. Included at these conferences are test score information, an explanation of the interventions teachers are using to assist the student in reaching achievement goals, grading procedures and next year scheduling information.
- We assist the elementary schools to make the transition from elementary school to middle school as smooth as possible. We raise parent awareness of our procedures and related activities. We will host special orientation programs for parents and students to help with the transition, including an opportunity to meet the teachers.
- Our teachers attend no fewer than two (2) hours of professional development designed to enhance the understanding of effective parental involvement strategies.
- The use of and access to the Department of Education website tools for parents.
- We involve the Parent/Teacher Organization (PTO). Parents will have an opportunity to join at Open House.
- We will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- We distribute Informational packets at the beginning of each school year. This packet includes registration information, school calendar, school handbook, HAC information and other pertinent information.

- We include in our handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- As funds are available, the school will purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library. Parents will have the opportunity to borrow the materials for review.
- One certified staff member will serve as a parent facilitator.

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MISSION STATEMENT

Recognizing that the middle school age is unique in the growth and development of children, the staff of Benton Middle School is committed to providing all students the opportunities to achieve mastery of appropriate academic, physical and social skills and the experiences needed to prepare them for a productive and responsible life in the 21st century. Believing that all children can learn, we use a variety of teaching methods to create a learning environment in which students can reach their potential regardless of race, gender, socioeconomic status, family background, or previous academic performance.

In order to achieve our mission goals, the Benton Middle School faculty and staff is committed to the following principles:

1. Education is both a privilege and a responsibility.
2. All children can learn given the proper circumstances.
3. The middle school child is unique in the growth and development of the individual (physically, mentally, and emotionally).
4. Education consists of the sum of a person's experiences, not just those things taught from textbooks.
5. Preparation for the future is an important part of educating the whole child.

Cooperation between parents, school, and community is necessary for the development of the student.

EQUAL EDUCATIONAL OPPORTUNITY

No student in the Benton School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. Legal Reference: A.C.A. 6-18-514

BELL SCHEDULE

First Bell	Bottom Lockers	7:53
	Top Lockers and 7 th Grade	7:55

1 st Period	8:00-8:50 (8:00-8:01 Moment of Silence)
2 nd Period	8:54-9:41
3 rd Period	9:45-10:32
4 th Period-Advisory	10:36-11:06
5 th Lunch	11:06-11:36
5 th Period (6 th , 7 th)	11:10-11:57
5 th Period (5 th)	11:41 – 12:27
6 th Lunch	11:57-12:27
6 th Period (7 th)	12:01-12:47
6 th Period (5 th ,6 th)	12:32-1:17
7 th Lunch	12:47-1:17
7 th Period	1:22-2:09
8 th Period	2:13-3:00

CHECK IN POLICY

Students who arrive after 8:00 a.m. must check in through the school office to obtain a pass to class. Students are considered tardy between 8:00 a.m.-8:05 a.m. and absent after 8:05 a.m. Students are allowed three (3) tardies per semester. Detention hall will be assigned for each subsequent tardy to school in the morning.

CHECK OUT POLICY

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

CLOSED CAMPUS

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

BEFORE AND AFTER SCHOOL

1. Students should not arrive at school before 7:30 a.m. Supervision and shelter are not available before that time.
2. Students may be dropped off at the front or the back of the building and should report to the courtyards until the first bell rings. Students will be routed to specified areas.

The front parking lot/drive is for buses and staff members only. If a student is dropped off in front, crosswalks should be utilized.

3. Students are not to be in the building without permission before the first bell.
4. Students are not to stop or linger on other campuses on the way to or from school.
5. Students walking to and from school are to obey all traffic laws, stay on streets and sidewalks, and avoid getting into private yards.
6. Students are not to leave campus for any reason without office permission once they arrive.
7. Students are under school authority on the way to and from school. Fighting and other prohibited behaviors that occur enroute may be dealt with as if it had happened at school.
8. Students are not to linger on school grounds after school. There is not outside supervision after 3:12 p.m.

VISITORS

All visitors are required to report to the office to sign in and to obtain a visitor's pass before going anywhere else in the building.

Students from other schools will not be allowed to visit classes during the school day. A friend or former student must make arrangements through the office to visit before school, at lunch, or after school.

Benton Middle School is using Hall Pass, a visitor management system. On the first visit, every visitor will be asked to provide identification to scan into this new system. All subsequent visits, visitors need only provide their name. Hall Pass provides each visitor with a photo visitor's pass to help ensure a safe environment for our students and staff.

VISITING OTHER SCHOOLS

When dismissed early for any reason, students are not to visit the campus or building of any other school. This includes high school, junior high and all elementary schools. Names of violators will be turned in to the principal for disciplinary action. Penalties may range from a warning to suspension.

Students may attend special performances, assemblies, etc. at other schools if accompanied by a parent or with parent/principal permission.

LOCKERS

Lockers are for storage of books, notebooks, clothing and lunches. **Money should never be left in lockers.** Keep the locker locked and its combination secret. **Do not share lockers or combinations.** Do not write or mark on the lockers. Do not rig lockers to open automatically. Each student is financially responsible for any damage to his/her assigned locker. Use **only** the locker assigned to you. The rental fee is \$3.00 per year. Lockers are the property of District. Under certain circumstances, school authorities may inspect lockers.

LIBRARY/MEDIA CENTER

Our library is open each day from 7:30 a.m. to 3:30 p.m. Students are welcome in the library to read, study, and check out books. Those making excessive noise will be asked to leave. Students may check out books for two weeks. Students are responsible for books checked out to them, and may be fined or have other consequences for late, damaged, or lost books.

In compliance with Arkansas Code 13-2-704, student library notices will be folded and stapled leaving the patron's name visible. The notices will be delivered to the designated teacher for distribution. The media specialist also has the option to contact any person, including without limitation the patron, who has received an automated telephone notification or electronic communication for overdue materials or reserve materials if the person making the request can verify the telephone number or email address to which the notice was sent. A student may waive his/her right to confidentiality by signing the optional library waiver located in the office.

OPT-OUT PARTICIPATION FORM

Any parent or guardian who objects to his child's name or picture being placed in the newspaper or any publication for recognition purposes needs to go by the school office and sign an "Opt-Out Participation form." This needs to be taken care of immediately. Cross Reference: District Policy 4.13

PARENT-TEACHER ORGANIZATION (PTO)

Benton Middle School has an active parent-teacher organization that works cooperatively in the interest of the students and school. Parents will be notified about PTO meetings and Open House events. There are many ways that parents can become involved in helping Benton Middle School through the PTO.

CRISIS PLAN

Benton Middle School has a detailed crisis plan available to all faculty, staff, and substitute teachers. Different responses and plans are in place to respond to crisis situations. Students are made aware of appropriate

INCLEMENT WEATHER

In the event of inclement weather, school closing or delay will be announced through our Superintendent's office.

If school dismisses early due to weather, all buses will run normal routes unless notified by the transportation department.

In the event of one (1) hour delayed start of the school day, all students will report to school exactly one (1) hour later than their normal time to report. Benton Middle School allows parents to drop their students off at 7:30 a.m. for 8:00 a.m. start on a normal day, therefore the delayed drop off time would be 8:30 a.m. for one (1) hour delay. Students who ride buses will be picked up one (1) hour later than normal time at their usual bus stop, unless specified otherwise by the transportation department. Breakfast will be served in the event of delayed start of school, but could be a "cold" breakfast instead of the regularly planned breakfast. For a two (2) hour delay start: Follow the same procedures for a one (1) hour start, just start two (2) hours later.

STUDENT PHONE

Benton Middle School has a phone available in the office for students to use for school business ONLY. This phone does not receive calls. Parents who need to contact the office should use the phone number listed in the front of handbook.

DRESS CODE

Students are expected to be dressed and groomed so as to present a respectful image in keeping with current styles and good taste, this includes wearing shoes at all times. Students' manner of dress and appearance should be in the interest of decency, cleanliness, safety, and health. Wearing apparel that creates disruptions at school will not be allowed. An administrator will have final authority concerning dress code issues. Consequences will range from a warning to Detention Hall.

CLOTHING NOT ALLOWED INCLUDES:

1. Shorts, skorts, skirts, or dresses more than five (5) inches above the knee

2. Clothing that would reveal the shoulders, upper torso. Low cut, halter, backless or mesh tops.
3. Clothing with drug, alcohol, tobacco, or weapon logos
4. Clothing with obscene pictures, suggestive words, or rebel flags
5. Pants/Shorts/Skirts/Dresses may not have holes that are more than five (5) inches above the top of the kneecap.
6. Sagging pants
7. Hats or caps
8. Extreme styles in hair or clothing that may cause a disturbance or disruption. Hair color should be a natural color. Colors considered to be extreme include, but not limited to: pink, purple, green, blue, etc.
9. Any clothing accessory, i.e., bracelet, necklace, wallet chains, etc., that can be used to inflict physical injury to another person. These items will be deemed a weapon and will receive punishment as specified in the Weapons section.
10. Gang related apparel, including bandanas
11. Piercing other than ears
12. House shoes or pajamas
13. Shoes with wheels
14. Hoods may not be worn on the head in the building or classroom
15. Leggings/Jeggings with short tops. Tops worn with legging/jeggings must be appropriate length, no more than five(5) inches above the knee.
16. Any accessories that depict animal-like features are prohibited. This includes ears, tails, claws, and hooves.

LUNCH TIME RULES

1. Students eating a school lunch will enter the cafeteria through doors 1 and 2 and follow the line behind the rails. Those entering through other doors, going over the rails, or otherwise cutting line will be sent to the end of line.
2. No textbooks, binders, backpacks, etc are allowed in the cafeteria during lunch.
3. All food and drink must be consumed in the cafeteria.
4. Students who check out for lunch with a parent should return to school by the end of their lunch period. Parents may not sign out a student other than their own.
5. The cafeteria must be kept clean and orderly by taking trays and trash to designated areas and tables left in proper condition for those who follow.
6. Only students eating should be sitting at the tables. Once a duty teacher goes outside, students can exit the cafeteria. Students should exit the cafeteria through the doors next to the tray return area and enter the sixth grade courtyard area.
7. On rainy or very cold days, students may stand under the awnings or sit in the cafeteria or gym.
8. Students may re-enter the building to go to the restroom facilities next to the cafeteria on Line 1 side. Students should not be in any other part of the building during lunch.
9. No electronic devices are allowed at lunch.

MIDDLE SCHOOL MEAL CHARGE POLICY

Breakfast and lunch meals are prepared daily and made available to the students. Meals are expected to be paid for unless the appropriate paperwork has been filled out and children have been approved for free or reduced meals. These forms are sent home in parent packets the first day of school or may be obtained from the school office during the school year.

Students are notified they are out of money when they come through the meal service line. Written notices are sent home periodically but not daily.

If a child charges four meals, he or she will be sent to the office to contact a parent to make sure they are aware of the negative balance. Full paid secondary students may charge meals up to a limit of \$ 10.00, reduced paid secondary students may charge up to a limit of \$2.00. No ala-carte items may be charged. If there are special circumstances which make it difficult for you to pay for meals, please contact the cafeteria manager immediately.

Adult and non-student meal prices will be set to meet the minimum required by federal regulation.

Students may pay for meals by depositing money in accounts online via EZSchool Pay, by depositing cash or checks into accounts at school, or by cash at time of service.

SCHOOL LUNCH SUBSTITUTIONS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by a

- Physicians, including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal Ref: Memo FIN-09-044, FIN-15-122, 7 CFR 210.10(g)

OUTSIDE FOOD

No food or drinks from restaurants or fast food vendors may be delivered or brought in to students for lunch.

COMPULSORY ATTENDANCE REQUIREMENTS (4.03)

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 this 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 the A.C.A. § 6-18-201 (b).
7. The child has been enrolled in another district through School Choice.
8. The public schools in our district shall be open and free through completion of the secondary program to all persons in this district between the ages of five (5) and twenty-one (21) whose parent, 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.

Legal Reference: A.C.A. § 6-18-201 A.C.A. § 6-18-207
A.C.A. § 6-18-202

Date Adopted: 09/08/03 Last Revised: 06/14

CAREER ACTION PLANNING

All BMS students participate in a Career Action Planning day, or CAPS day, during the spring semester of the school year. On this day, students and parents will meet with an advisor to discuss course enrollment for the next school year. This is a required meeting for both parents and students. Students who do not attend the meeting will be counted as absent for the entire school day.

ATTENDANCE POLICY

The purpose of this attendance policy is to place primary responsibility for attendance upon the student and parents. Parents are encouraged to call the school when their child is absent. This will count as one of the five (5) allowed excused absences per semester by parent note. Students missing more than five (5) minutes of a class period will be counted absent.

Students who are absent during all or part of the day may not participate in any school activity on that day or night unless permission is given in advance by the principal.

Checking a student in/out or a call from the school nurse does NOT automatically excuse an absence.

It is the responsibility of the student for completing any missed work for all absences.

Students are allowed six (6) unexcused absences per semester. Students with excessive absences, excused or unexcused, may be referred to Saline County Truancy Court.

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

Excused Absences

Excused absences are allowed for the following with official documentation:

- Five allowed parent notes/calls per semester
- Physician's statement of illness, including dates of illness
- Dental appointments (travel time and appointment time)
- Doctor appointments (travel time and appointment time)
- Court Appearances
- Counseling appointments
- Observance of recognized holiday observed by student's faith
- Death of immediate family member
- Serious illness of immediate family member
- Participation in a school sponsored event
- Visits to parent/legal guardian who is a member of the military and been called to active duty, or returned from deployment to a combat zone or combat support posting.
- Page in the General Assembly
- Any circumstance not covered above which the school/district determines to be excused.

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.

Unexcused Absences

Any absence not described above shall be considered unexcused. Letters will be sent for the first class in which a student misses three (3), five (5) and six (6) unexcused absences.

Unexcused absences in excess of six (6) days, along with grades, responsibility of classroom work, and attitude will be considered for possible retention of a student. Parents are allowed to appeal absences before reaching the maximum number of days.

Legal References: A.C.A. § 6-18-201 A.C.A. § 6-18-222
 A.C.A. § 6-18-209 A.C.A. § 6-18-220
 A.C.A. § 6-18-229 A.C.A. § 6-27-113
 A.C.A § 27-16-701

Date Adopted: 09-08-03 Last Revised: 05-11-15

TRUANCY

Students skipping class may receive consequences ranging from detention to In-School Suspension. Parents and/or juvenile authorities may be notified.

COUNSELING SERVICES

Counseling services are available for every student. These services include assistance with education, planning, interpretation of test scores, occupational information, career information, study helps, or home, school, or social concerns.

Students should schedule appointments with the counselors that do not conflict with classroom work. Appointments should be made with permission from the teacher with whom they are directly responsible.

Elective schedule changes must be approved and completed by the end of the second full week of school. Changes at other times, excluding resource changes, must be approved by the principal.

Mid year schedule changes must be approved by the principal.

Parents are welcome to confer with a counselor about student's school work or other student concerns. The Counseling Department phone number is 776-5742.

STUDENT PROGRESS

The following are ways that a student or parent may know about the student's progress in school.

1. Home Access Center, an online service available from Benton School District.
2. Progress reports will be mailed to the parent or guardian the fifth week of each quarter if the student is not performing to capacity or is in danger of failing.
3. Report cards will be distributed each quarter.
4. Two parent-teacher conference days are included in the school calendar. One conference is scheduled per semester.
5. The counselors' office will arrange conferences between parents and teachers at other times at request of the parent.
6. Special progress reports are available through the counselors' office upon parent request.

HOME ACCESS CENTER (HAC)

HAC is an easy way for you to keep up-to-date online. Benton Middle School will send out access information for the student and parent at the beginning of each year, along with instructions.

Once you have activated your account, and your school has posted information, you can use HAC to:

- Check your child's latest grades.
- Receive email alerts when new grades are posted.
- Receive emails with school or class information.
- See what homework is not turned in and read notes from your child's teachers.
- Contact your child's teachers.

HOMEWORK POLICY

Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned, organized and viewed as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Date Adopted 4/07

Legal Reference-State Board of Education Rules & Regulations:
Accreditation Standards 10.07

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 Middle School agree that such an exception is warranted.

STUDENT PROMOTION AND FAILURE POLICY

A disservice is done to students through social promotion and is prohibited by state law. The District shall, as a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention

or required retaking of a course shall be included with the student's grades sent home to each parent/guardian. Parent teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Any grades 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 and promotions from other accredited Arkansas public educational entities.

Retention of students, or their required retaking of a course shall be primarily based on the following criteria:

- Four (4) semester "F" during the course of the year
- Student fails to pass Math or English all year

Other factors included in our Attendance Policy may be a consideration for possible retention.

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

- a) The building principal or designee;
- b) The student's teacher(s);
- c) School counselor
- d) A 504/special education representative (if applicable); and
- e) The student's parents

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

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- Does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;

- Takes the State mandated assessment but does not put forth good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

Promotion/retention 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, 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 students 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 activities, including, but not limited to, school dances and sporting events. 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.

Cross References: 3.30-PARENT-TEACHER COMMUNICATION
4.56-EXTRACURRICULAR ACTIVITIES-
SECONDARY SCHOOLS

Legal References: A.C.A. 6-15-433 A.C.A. § 6-15-2001

A.C.A § 6-15-2005 A.C.A. § 6-15-2009 A.C.A. § 9-28-205
ADE Rules Governing the Arkansas Comprehensive Testing,
Assessment, and Accountability Program and the Academic Distress
Program ADE Rules Governing Public School End-Of-Course
Assessments and Remediation Murphy v. State of Ark., 852F.2d 1039
(8th Cir. 1988)

Date Adopted: 06-02-2014, Last Revised: 04-13-2015

GRADING (5.15)

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading for all schools in the district shall be as follows:

A= 100-90

B=89-80

C=79-70

D=69-60

F=59 and below

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

A= 4 points

B= 3 points

C= 2 points

D= 1 point

F= 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and proved honor courses shall be one(1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district. For example: The grading period had (forty) (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five (75%) of forty (40) days. Thus the final grade would be $(0.25 \times 83) + (0.75 \times 75) = 77\%$.

Legal References: A.C.A § 6-15-902

State Board of Education: Standards for Accreditation 12.02

Date Adopted: 11/10/03

Last Revised: 04/18/11

MAKE UP WORK

Assignments will be sent upon parent request for students who have missed two (2) consecutive days of school. Parents must call the school before 8:30 a.m. to request assignments and pick up between 3:00 and 3:30 p.m. the day requested.

Work missed due to an absence must be made up in proportion to the number of days missed. (Example: 3 days absent-3 days to make-up work.) An exception to this policy shall be that preannounced 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 preannounced test if the student had prior knowledge of the test and was present 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.

TEXTBOOKS

Students are responsible for textbooks assigned to them. Students' names must be written in each of their books. Students will be charged for lost or damaged books. Students are responsible for checking in the same textbook that was issued to them.

HONOR ROLL CRITERIA

A student shall be assigned to the honor roll at the end of each grading period based on the following:

1. No grade lower than "B".
2. No student who has been sent to alternative school during any portion of the grading period, regardless of grades made, shall be considered for the honor roll.

The honor roll is posted in the front hall of the school and published in the local paper. Local businesses provide incentive cards to qualifying students.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS (4.45.1)

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. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. 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.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

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

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

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2 – ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 4 units to graduate for a total of 26 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

DIGITAL LEARNING COURSES

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 course may be in blended learning, online-based, or other technology-based format. 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.

SMART CORE: Sixteen (16) units

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

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

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

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- 2) Geometry or Investing Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10; *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
- 3) Algebra II; and
- 4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or one unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History one unit
- US History one unit

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

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

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

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

Economics: one-half (1/2) unit (may be counted toward Social Studies or Career Focus)

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

Career Focus: 6 units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations.

Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

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

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry

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

Science: three (3) units

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

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History one (1) unit
- American History one (1) unit

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

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

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

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

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

Career Focus- 6 units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations.

Career focus courses shall conform to the curriculum policy of the

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

Cross References: 4.55-STUDENT PROMOTION AND RETENTION
5.11-DIGITAL LEARNING COURSES

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.02
ADE Guidelines for the Development of Smart Core Curriculum Policy,
ADE Rules Governing the Digital Learning Act of 2013
Smart Core Informed Consent Form 2014
Smart Core Waiver Form 2014
A.C.A. § 6-16-1406

Date Adopted: 08/09-2004
Date Revised: 6/2014

**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 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd 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 – 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 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd 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

ENTRANCE REQUIREMENTS (4.02)

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, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous

school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement.

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. In accordance with Policy 4.57-Immunizations, 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 school until the outbreak has been resolved and the student's return to school approved by the Arkansas Department of Health.

5. Copy of proof of residence and real estate assessment.

UNIFORMED SERVICES MEMBER'S CHILDREN

For the purpose 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 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;

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. Deadline to apply is on or before May 1st prior to the fall term for which the parent/legal guardian is requesting their child to begin attendance. The application can be downloaded from our district webpage or obtained from the district superintendent's office. Refer to our Benton School policy 4.05-School Choice.

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

STUDENT TRANSFERS

The Benton School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades and/or promotions received by a student while enrolled in the Divisions of Youth Services system of education shall be considered transferable in the same manner as those grades and promotions from other accredited Arkansas public educational entities.

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

PETITIONS FOR TRANSFER OF STUDENTS

Petitions for inter-district transfer will only be considered in August for the fall session and December for the spring sessions for any school year.

The board will consider, on a case by case basis, petitions for inter-district transfer on behalf of students entering the 11th or 12th grade who wish to finish high school in a school they have attended immediately preceding the transfer request.

Petition for transfer may be allowed for a student in grades K-12 to remain in the school that the student has been attending for the remainder of a school year in the event that the student becomes a resident of another district so long as the student's new resident district does not object to the transfer, and the student shows an intent to remain in the original district by the filing of a school choice declaration within twenty days of the change of residence.

The District will not be permitted to accept any non-resident from a district operating under a school desegregation-related court order or a district that has ever been under such an order that would violate the Arkansas School Choice Law.

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 (providing 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.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

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 parent 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 as 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 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 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 permissions, 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. 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 superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

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 act of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his/her child's records. If a court order which directs that a parent not have access to a student or his records exists, 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.

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 "OPT-OUT PARTICIPATION 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.

For more information, please refer to District Policy 4.13.

Parents who believe the district has failed to comply with the requirements of this policy, may file a complaint with the U.S. Department of Education at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Legal References: A.C.A. § 9-28-113 (b) (6)
20 U.S.C. § 1232g
20 U.S.C. § 7908
34CF99.3,99.7,99.31,99.21,99.22,99.30,99.31,99.32
99.33,99.34,99.35,99.36,99.37,99.63,99.64

Cross References: Policy 5.20 District Web Site
Policy 5.20.1-Web Site Privacy Policy
Policy 5.20F1-Permission to Display Photo of Student on Web Site

Date Adopted: 09/08/2003

Date Revised: 03/09/2015

PERMANENT WITHDRAWAL

To withdraw a student from Benton Middle School, a parent or guardian must notify the counselors' office by phone, written note, or preferably in person at which time a records release form should be signed. Before official records will be released to the parents, all books should be returned and all fines, fees, etc. paid. The student's next school will send for a transcript.

REPORTING CHILD ABUSE

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

Legal Reference: AR Code 12-12-507

MEDICAL POLICIES

HEALTH SERVICES

Health services are available to all students.

1. A professional nurse is at Benton Middle School on a full-time basis. The nurse should be advised of special needs of students. These could include allergies, vision or hearing problems, asthma, hyperactivity, etc.
2. All students need a current emergency phone number on file in the office. Parents should notify the office if this changes during the school year.
3. If a child is sick please keep him or her home. To prevent the spread of disease your child should be completely well and free of fever for 24 hours before returning to school.
4. Written permission must be given before a child is allowed to take Tylenol.

PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

Sixth grade students will be screened in vision and hearing, and height and weight (BMI) during the school year. Also, sixth grade girls only will be screened in scoliosis. Vision and hearing screenings will also be conducted on Special Education students, new students and those students that have been referred by teachers.

Parents may refuse the vision and scoliosis screenings for their students if documentation from their child's physician stating their child has been screened within the past six (6) months is given to the school nurse.

Legal Reference: A.C.A. § 6-18-701 (b), (c), (f)

WELLNESS POLICY

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

STUDENT ILLNESS/ACCIDENT

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

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

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 documents for the use of medication will be required from the physician.

Date Adopted 09/08/03

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A,B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. 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's being readmitted to the school.

To help control the 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).

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host

parasites that are transmittable in a school environment will be asked to pick their child up 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 screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Cross References: 4.2—ENTRANCE REQUIREMENTS

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Legal References: A.C.A. § 6-18-702

Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements

Date Adopted: 04/09/2007

Last Revised: 04/08/2013

BODY MASS INDEX

A.C.A. § 20-7-135 mandates that beginning with kindergarten and then in even number grades until the 10th grade, require schools to include as a part of a student health report to parents a Body Mass Index (BMI) percentage by age for each student. It permits any parent to refuse to have their child's body mass index percentile for age assessed and reported, by providing a written refusal to the school.

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 Medication Administration Release Form (MARF) 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).

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 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 Schedule II medication other 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 a rescue inhaler;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the students' own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
 - a. A rescue inhaler; 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 and 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, 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, diabetes medication, or any combination on his/her person shall provide the school nurse 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.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained may administer an epinephrine auto-injector in emergency situations to students who have an IHP.

The parent of a student who has an authorizing IHP 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 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.

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 parent or legal guardian within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

Legal References: Arkansas State Board of Nursing: School Nurse Rules and Responsibilities

Arkansas Department of Education

Arkansas State Board of Nursing Rules governing

the administration of Glucagon to Arkansas public school students suffering from type I diabetes

A.C.A. § 6-18-707

A.C.A. § 6-18-711

A.C.A. § 6-18-1005 (a) (6) A.C.A. § 17-87-103 (11)

Date adopted: 06/02/2014

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student’s Name (Please Print)

This form is good for school year _____. This consent form must be updated anytime the student’s medication order changes and renewed each year and/or anytime a student changes schools.

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.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s)

Name of physician or dentist (if applicable)

Dosage

Instructions for administering the medication

Other instructions

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature

Date _____

Date Adopted:

Last Revised:

**4.35F3—GLUCAGON AND/OR INSULIN ADMINISTRATION
CONSENT FORM**

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation.

Glucagon _____ Insulin _____

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container 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.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the IHP.

Parent or legal guardian signature _____

Date _____

Date Adopted: 06/18/2012

Last Revised: 10/14/2013

**4.35F4—EPINEPHRINE EMERGENCY ADMINISTRATION
CONSENT FORM**

Student's Name (Please Print) _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication 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.

Date of physician's order

Circumstances under which Epinephrine may be administered

Other instructions

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature

Date _____

Date Adopted: 10/14/2013

Last Revised:

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 (chicken pox); 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 parent 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. 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 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 of 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.

It is the responsibility of the student or parent/legal guardian to make sure that missed assignments are requested and 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.

Cross Reference: 4.2 Entrance Requirements

4.7 Absences

4.8 Make-up Work

Legal References: A.C.A. § 6-18-702

ADE Rules Governing K-12 grade Immunization
Requirements In Arkansas Public School

EXTRACURRICULAR/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 regarding extracurricular activities.

FIELD TRIPS

Students who are provided school transportation for field trips or extracurricular events will return to school in the same vehicle unless prior arrangements are made with student's teacher and approved by a school administrator.

TECHNOLOGY POLICY

Students will 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.

Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline up to and including the loss of access privileges to use the technology (which may involve loss of credit if the technology use was course work). Students who violate the Student Acceptable Use Agreement are also subject to the penalties outlined in the agreement. Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Penalty for misuse ranges from detention hall to expulsion and legal action.

BYOD Guidelines

Benton Middle School has a BYOD (Bring your own device) program. The school recognizes the value that mobile technology devices (including laptops, netbooks, iPads, iPods, cell phones, etc.) can bring to the students and looks forward to the positive integration of technology in the classroom. Permission for use of a mobile device is allowed after the BYOD Agreement and Electronic Device and Internet Use Agreement are signed by student and parent/guardian.

Access and Support

1. When using their devices, students will have access to the filtered internet that is consistent with district-owned devices. This access is for educational purposes only. The user experience will vary depending on the device that is being used. Use of personal mobile learning devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature. Any use of devices, except under direction of teacher or staff member is prohibited.
2. Personal mobile learning devices will have access to Benton School's wireless network. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, or other means is not allowed. **Those devices with a data plan through their cellular provider will need to turn off this mobile network when on school premises (i.e., students will not use 3G, 4G or LTE data streaming in the classroom.)**
3. Technical support will not be provided for personal devices. The student must take full responsibility for setting up, charging and maintaining the device. Students are responsible for ensuring their mobile learning device has virus protection.

Expectations

Possession or use of a mobile learning device may not, in any way:

1. Disrupt the educational process of the school district;
2. Endanger the health or safety of the student or anyone else. This includes audio-recording, videoing and photographing any student on campus, unless directed by teacher;
3. Invade the rights and privacy of others at school;

4. Involve illegal or prohibited conduct of any kind.

Responsibilities

1. Loss of access may occur if the District has concerns about appropriate use.
2. When used on school property, the district, including school resource officers, may examine and/or search personal electronic devices if there is reason to believe that school policy, rules or regulations have been violated.
3. Students and parents/guardians should be aware that Benton Schools does not have control over information on the Internet, but takes all measures possible to protect our children through filtering and education of ethical and appropriate use in accordance with the 2001 CIPA Law. Some sites may contain material that is illegal, defamatory, inaccurate, or potentially offensive.

The Benton School District will not be responsible for the safety, security, loss or damage of personal electronic devices that students choose to bring to school. The district does not provide personal property insurance for any personally owned wireless communication device, nor cover texting fees. These guidelines are in effect while the student is on school premises or participating in school sanctioned activities. Possession or use of any mobile learning device by students is a privilege, which may be forfeited by failure to abide by the terms of this policy.

STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

The Benton School District agrees to allow our students to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device:

1. Conditional Privilege: The student's use of the district's access to the Internet is a privilege conditioned on the student's abiding to this agreement. No student may use the district's access to the Internet whether through a district or student owned electronic device unless the student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The student agrees that he/she will use the District's Internet and network access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations. The student also agrees to obey any Internet and network use rules instituted at the student's school or class, whether those rules are written or oral.
3. Penalties for improper use: if the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of this policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]
4. "Misuse of the District's access to the internet" includes, but is not limited to, the following:

Level One Offense

- a. Using the Internet for other than educational purposes;
- b. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;

- c. Using abusive or profane language in private messages on the system;
- d. Posting anonymous messages on the system;
- e. Using encryption software
- f. Wasting of limited resources provided by the school including paper;
- g. Causing congestion of the network through lengthy downloads of content;
- h. Vandalizing data of another user;
- i. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- j. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- k. Failing to obey school or classroom Internet use rules; or
- l. Invading the privacy of individuals;
- m. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email, unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes, but is not limited to, full names, address, and phone number.
- n. Creating a web page or associating a web page with the school or school district without proper authorization;
- o. Providing access to the District's network to unauthorized individuals;
- p. Installing or downloading software on district computers without prior approval of the technology director or his/her designee;
- q. Accessing personal email accounts;
- r. Attaching a computer or other device that is not the property of the Benton School District to the network without first receiving prior approval of technology director or his/her designee;
- s. Supplying an unauthorized network, wired or wireless , to other users (e.g. ,cellular tethering)

Level Two Offense

- a. Using the system to harass, insult, or verbally attack others;
 - b. Gaining intentional access or maintaining access to materials which are “harmful to minors.”
 - c. Sending, displaying or accessing obscene, pornographic, and/or sexually explicit material on any school electronic device
 - d. Using a proxy site or other method designed to bypass blocking filters
 - e. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - f. Gaining or attempting to gain unauthorized access to resources or files;
 - g. Attempting to gain access or gaining access to student records, grades, or files;
 - h. Making unauthorized copies of computer software;
 - i. Using the network for financial or commercial gain without district permission;
 - j. Theft or vandalism of data, equipment or intellectual property;
 - k. Intentional introduction of malware to, or otherwise improperly tampering with the system;
 - l. Degrading or disrupting equipment or system performance;
 - m. Taking part in any activity related to technology use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student’s use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The student and parent/guardian signing this form agree that if the student uses the Internet through the District’s access, that the student waives any right to

privacy the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the District's Internet access and may also examine all system activities the student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the students' parent/guardians.

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

This agreement will be distributed to every student at the beginning of the school year. It must be signed, dated and returned to Benton Middle School Office before any use of technology.

ELECTRONIC COMMUNICATION DEVICES

Benton Middle 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 student's knowledge base by allowing cell phones 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 on buses to text, play games or to listen to music (with earphones). Phone calls are reserved for emergency situations.
- Electronic devices must be turned off and put away before entering the building. Devices must not be out in the halls, bathrooms or locker rooms. Students may resume use of the electronic device at the end of the school day once they have exited the building.

- Students are not allowed the use of electronic device (cell phones, laptop computers, iPads, Nooks, 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.
- Electronic devices must be turned off while students are in class during the instructional day. Noises (rings, alarms, text notifications, etc.) from cell phones interrupt classes and 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 turned off and put away.

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 during 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;
- Violations include, but are not limited to any of the above.
- Violation consequences can range from a student conference to out of school suspension. Multiple electronic device violations could result in a parent being required to pick up the device.

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 viewing, 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.**

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive Testing Assessment and

Accountability Program (ACTAAP), no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to the policy's disciplinary provisions.

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

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

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

BUS STUDENTS

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

Cell phones should not be used on daily bus routes to and from school except for emergency situations.

Bus riders and their guest rider must both bring a note from their parent to be signed by an administrator. This note must be given to the bus driver before boarding the bus.

All students are required to follow the discipline policies established by the Benton School District Bus Transportation Department. Violation consequences can range from a student conference to expulsion.

STUDENTS RIDING BUSES

- A. Students should be at the bus stop at the scheduled time. They should stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus. They should not play on the highway or road.
- B. While loading or unloading, students should enter or leave the bus orderly and quickly.
- C. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
- D. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb riders on the bus.
- E. No firearms, knives or other sharp objects of any kind are allowed on school buses.
- F. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must keep seated while the bus is in motion and must not move while it is stopped except as the driver directs.
- G. Students are not to put their hands, arms, head, or bodies out of the windows. Students are not to yell at anyone outside the bus.
- H. Students are not to deface the bus or any school property. Students should not throw paper, food or other objects on the floor of the bus. No eating is allowed on the bus. The aisle should be kept clear of books, lunches, coats, feet, etc.
- I. The use of tobacco products is prohibited.
- J. Students will be picked up or let off at the regular designated bus stop each day.
- K. Students are always to exit and cross in front of the bus.

- L. Visitor Riders: Students who are not provided transportation by the school district will not be allowed to ride any bus UNLESS a permission note from a parent or guardian is presented to the bus driver. This permission note MUST contain a school district administrator's signature.

FALSE ALARMS

It is illegal to submit any type of false alarm, i.e. 911 calls, bomb threats, fire alarm, etc. Students found guilty are subject to discipline ranging from suspension to expulsion. This is a Class D felony. Causing a false alarm will result in an automatic suspension of the guilty party. A parent must attend a conference before the student will be allowed to return to school.

Legal Reference: A.C.A. § 5-71-210

STUDENT RIGHTS AND RESPONSIBILITIES

Students have rights which should be recognized and respected. Every right carries with it certain responsibilities. Among these rights and responsibilities are the following:

- A. The right to attend free public school-the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- B. The right to quality education-the responsibility to put forth best efforts during the educational process.
- C. Civil rights-including the right to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
- D. The right to due process of law with respect to suspension and expulsion; and
- E. The right to privacy which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board of Education to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

Petitions may not be circulated in school building without the approval of the principal or Superintendent of Schools. Prevention of disruption in the educational process is paramount in ensuring a continuous, positive learning environment.

When rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the students.

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.

PROHIBITED ITEMS

The following items are prohibited:

games	skateboards
lighters/matches	tasers
glass bottles	toys
cameras	shock devices
aerosol containers	rubber bands
personal sports equipment (unless required for 7 th grade athletics)	

No outside deliveries are allowed. This includes flowers and balloons.

VIDEO SURVEILLANCE

The Board has a responsibility to maintain discipline, protect the safety, security and welfare of its students, staff and visitors while at the same time safeguarding District facilities, vehicles, and equipment. As part of fulfilling this responsibility, the Board authorizes the use of video/audio surveillance cameras in any District building, and in District buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff or visitors.

Signs shall be posted on campus building and in District vehicles to notify students, staff and visitors that video cameras may be in use. Students will be held responsible for any violations of school discipline rules caught by the cameras.

STATEMENT OF POLICY

Students are to keep their hands to themselves and treat school employees and fellow students with respect and courtesy. Horseplay and physical teasing as well as shoving, striking, fighting or threatening others constitute battery and/or assault and are strictly forbidden. All threats of violence or property damage will be taken seriously. Students should be aware that uttering threats cannot only lead to disciplinary action being taken against a student, it can also lead to serious criminal penalties. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action ranging from a conference to expulsion and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus.

DISCIPLINE OF 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 students with disabilities.

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

DISHONESTY

Students shall refrain from purposely deceiving or misleading any staff member in their effort to gain information concerning any event. In addition, students shall not be involved in any effort to receive credit for any assignment by dishonest means. This includes but is not limited to: copying, plagiarism, and stealing for which students will receive no credit for work. Consequences for this infraction range from conference to expulsion.

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. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication device 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 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: and
22. Bullying

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Legal References: A.C.A. § 6-18-502 A.C.A § 6-18-707
 A.C. A.§ 6-15-1005 A.C.A. § 6-21-609
 A.C.A. § 6-18-506 A.C.A. § 6-18-222
 A.C.A. § 6-5-201 A.C.A. § 6-18-514

SEARCH, SEIZURE AND INTERROGATIONS

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

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent.

A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a

student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge.

Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after hours telephone number.

Legal Reference: A.C.A. § 6-18-513, A.C.A. §12-12-509 and 516, A.C.A. § 9-13-104.

Date Adopted: 09-08-03

Last Revised: 07-17-06

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 personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Benton School Board. The Board shall approve any changes to student discipline policies.

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.

Legal References: A.C.A. § 6-18-502
A.C.A. § 6-17-113

Discipline at Benton Middle School takes on many forms:

1. Self discipline- The majority of our students are self disciplined and require little or no external discipline.
2. Conference- Most student problems are resolved by conferencing with teacher, counselor, administrator, and/or parent.
3. Detention Hall- Detention hall is given for tardiness and minor infractions. This may also be assigned by a teacher or administrator.
4. The Benton School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state issued license as a condition of their employment. Prior to the administration or corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reason for the punishment and be given an opportunity to refute the charges. A parent/guardian will always be contacted by an administrator to discuss the possibility of corporal punishment. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of others students, shall not be excessive or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.
5. Late School- Late school is a form of extended detention hall. It may be assigned by an administrator when the consequence for an action requires more than regular detention hall. Parent conference is required prior to the assignment.
6. In-School Suspension (ISS) - This is a discipline tool for use by administrators to address student misconduct. ISS will be used at the administrator's discretion for offenses that result in

consequences more severe than Late School, but less punitive than Out of School suspension. Students will be assigned to ISS for one to five days and will report directly to ISS for their assigned days. Failure to follow rules at ISS will result in additional ISS days or Out of School suspension.

7. Suspension- Suspension is assigned for more serious offenses or failure to respond to the above measures. Suspension may be from one to ten days. See policies on drugs, alcohol, tobacco, abuse, assault, etc.
8. Expulsion- Expulsion is the most serious form of discipline because it removes the student from school permanently or semi-permanently. See policies on weapons, drugs, alcohol, tobacco, abuse, assault, etc.

It is the parents' or legal guardians' responsibility to provide current contact information to the District which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be made by one of the following means, listed in priority:

- a) A primary call number- the contact may be by voice mail or text message.
- b) An email address
- c) A regular first class letter to the last known mailing address

The District shall keep a log of contacts attempted and made to the parent or legal guardian.

PLEASE NOTE: Benton School District policies apply not only during the school day but at all school-sponsored events.

CORPORAL PUNISHMENT

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

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

1. Corporal punishment is authorized immediately for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience; otherwise, corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means, and unless that pupil has been told that a continuation or repetition of behavior may lead to corporal punishment.
2. When corporal punishment is administered, a school administrator must be present.
3. It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will be excessive.
4. It will be administered to the lower posterior only.
5. Refusal to take corporal punishment may result in suspension. Parents who prefer suspension rather than corporal punishment may sign a discipline form that is available in the principal's office.
6. When corporal punishment is used, a written report will be made and signed by the employee administering the corporal punishment. It shall also state the reason for its use and the name of the witness. The witness shall also sign the report verifying the accuracy.

Legal Reference: 6-17-112 and 6-18-505

SUSPENSION

1. The building principal of a school may suspend pupils up to ten (10) school days or six (6) school days in grades 10-12 (due to block scheduling.) In all suspensions up to 10 days, the principal will give the student oral or written notice of the charges. If students deny the charge and explanation of the evidence the school has, then an opportunity to present the student's version concerning the charge and the evidence must be given to the student. The hearing with the accused student's principal or designee will precede the student's suspension from the school unless the student's presence endangers persons or property or threatens the academic process justifying the immediate removal of the student from school. Necessary notice and suspension hearing will follow as soon as practicable.
2. 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.
3. Conduct that disrupts school routine, tends to impair the discipline of the school or harms other pupils is sufficient grounds for suspension.

Violations of Arkansas Civil Law on school property by students are also grounds for suspension or expulsion; e.g. carrying concealed weapons, drunkenness, drugs, etc. Some other examples of offenses that warrant suspension are; immoral conduct, indecent language or behavior, violent opposition to authority, persistent disobedience or disorder.

This campus adheres to Board Policy 4.30 regarding Suspensions.

EXPULSION

The board of Education may expel a student for a period longer than ten (10) days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or

would pose an unreasonable danger to the welfare of other students or staff.

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

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

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion

period for weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

Student suspension for more than ten(10) school days or six(6) school days in grades 10-12 due to block scheduling or expulsion are a function of the Board of Education. The building principal of the school will furnish the student and parents in writing, a list of the offenses committed by the student. The principal will notify the student and parents of the impending expulsion hearing to be conducted by the school board. The student and the parents will be notified that they have the right to appear at the Board hearing and present their defense in regard to the accusations presented by the principal of the school. The student and the parents will be notified that they have the right to bring legal counsel to represent them with their defense.

Conduct that disrupts school routine, tends to impair the discipline of the school or harms other pupils is sufficient grounds for suspension or expulsion.

Violations of Arkansas Civil Law on school property by students are also grounds for suspension or expulsion; e.g. carrying concealed weapons, drunkenness, drugs, etc. Some other examples of offenses that warrant suspension or expulsion are: immoral conduct, indecent language or behavior, violent opposition to authority, persistent disobedience or disorder.

Legal Reference: A.C.A. § 6-18-507

Date Adopted: 09/08/03

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 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.

ASSAULT

“Assault” is the willful attempt to threaten to inflict injury upon the person of another coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

“Battery” is similar to assault, but requires unexcused physical touching or injury.

“Abuse” means to wrong in speech, reproach, coarsely, disparage, revile or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

“Threat” is defined as a communicated intent to inflict physical or other harm on any person or on property.

BULLYING

Respect for the dignity of others is 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/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.

“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 causes or creates a clear or present danger of:

- 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 student 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.

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

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

1. Sarcastic “compliments” about another student’s personal appearance,
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 or personal characteristics,

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.

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 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 this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium and school bus. Parents, students, school volunteers and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514

VERBAL/PHYSICAL ABUSE OF EMPLOYEES

Verbal abuse shall include, but not be limited to, cursing an employee, name calling, derision, defamation or innuendo, intimidation, etc.

- First Offense- 1-10 day suspension
- Second Offense- recommendation to the Benton School Board for expulsion or assignment to Alternative School.

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.

- First Offense- recommendation to the Board School Board for expulsion or assignment to Alternative School

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 warrant.

DRUGS AND ALCOHOL

Policy for Grades 6-7:

The personal consumption or possession of alcohol, drugs, or a substance which impairs normal functions, is not permitted. Possession or distribution of drug paraphernalia, instruments of crime on school property, at school functions, or on school trips is not permitted.

Attending class, school functions or school trips under the influence is also prohibited. "Under the influence" is defined as when a student's abilities are altered to prevent or impair normal functions (emotional, physical and/or cognitive). This could be caused by alcohol, drugs or any substance taken in excess.

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

First Offense

- A. The parent or guardian will be notified.
- B. Juvenile authorities will be notified
- C. Consequences will range from 5 days suspension to expulsion.

- D. Before student is permitted to return to school, there will be a parent conference.

Second Offense

- A. The parent or guardian will be notified.
- B. Juvenile authorities will be notified.
- C. Consequences will range from 10 days suspension to expulsion.
- D. Before student is permitted to return to school, there will be a parent conference.

Third Offense

- A. The parent or guardian will be notified.
- B. Juvenile authorities will be notified.
- C. The third offense will result in the principal's recommendation to the Benton School Board of that the student be expelled for one calendar year. Further offenses will be dealt with on the same basis as if they were the third offense.

Sale and Intent to Deliver

The sale or distribution of drugs or any substance 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 drugs 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.

FIGHTING

Assault or abuse of another student will not be tolerated. Assault shall include but not be limited to hitting, kicking or shoving other students. Parents will be notified. Consequences will range from detention hall to suspension. By law, the school is required to notify local law enforcement if an injury occurs. A more severe penalty than called for may be imposed by the principal based on the severity of the fight, premeditation, pre-fight warning, etc.

GANGS AND GANG ACTIVITY

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, symbols, or other signs 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 immediate expulsion.

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

Legal Reference: A.C.A. § 6-15-1005 (b)(2)
A.C.A. § 5-74-201

Date Adopted: 09/08/03

LASER LIGHTS

Hand-held laser pointers are not allowed by law. They will be seized by school personnel and turned over to a law enforcement officer as contraband.

Legal Reference: A.C.A. § 6-18-512

PROFANITY/DISRESPECTFUL SPEECH

Benton Middle School will be a safe and respectful place. Cursing and harmful language directed at others is not allowed. Consequences will range from a warning to suspension.

PUBLIC DISPLAY OF AFFECTION

There shall be no handholding, hugging, kissing or any other public display of affection on campus. Consequences of these actions may range from a warning to a parent conference.

THREATENING

Threatened assault or abuse will not be tolerated.

Threats of a violent nature, even those made in a joking manner, will be taken very seriously. Parents and local law enforcement will be notified. Consequences for the above action range from a warning to suspension/expulsion depending upon the seriousness of the action.

THEFT

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

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 District employees should report alleged violations of this policy to building counselors, building principals or the District Equity Coordinator, Lita Gattis, at 501-778-4861. Consequences for the above actions may range from In School Suspension to expulsion.

TOBACCO AND TOBACCO PRODUCTS

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 property owned or leased by a District school, including school buses, 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 that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students. Parents and guardians shall be sent notification in writing.

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

Violations will be dealt with as follows:

First Offense

- A. Notify parent or guardian
- B. 3 days of In-School Suspension- While attending I.S.S., student must complete a school provided assignment on the dangers of tobacco, cessation programs, etc. in addition to other assignments provided by teachers or I.S.S. supervisors
- C. Parents/guardians will be provided information about available cessation programs.

Second Offense

- A. Notify parent or guardian
- B. Suspension of student for 4 days.

Third Offense

- A. Notify parent or guardian
- B. Suspension of student for 5 days.

Fourth Offense

- A. Notify parent or guardian
- B. Suspension of student for 10 days in grades K-9 and 6 days in grades 10-12 (due to block scheduling).

All Other Offenses

All other offenses after 4 will result in the student being suspended for 10 days in grades K-9 or 6 days in grades 10-12 (due to block scheduling) and a recommendation to the School Board to expel the student for the remainder of the current semester.

Legal Reference: A.C.A. 6-21-609

Cross References: 3.21 Certified Personnel Tobacco Use

6.71 Advertising in the School

8.15 Noncertified Personnel Tobacco Use

Date Adopted: 09-08-03

Last Revised: 02-14-05

VANDALISM

Willful or malicious destruction, defacement or damage of public or private property will not be tolerated.

Since there are many degrees of vandalism, school authorities may suspend a student according to the seriousness of the offense. Minor offenses will be handled by the teacher or principal. More serious offenses will result in the following punishments:

- First Offense- 3 day suspension
- Second Offense- 5 day suspension
- Third Offense- 10 day suspension

In each case a parent conference must be held before the student may return to classes.

Students who deface or damage school, personal or private property will be required to repair the damage themselves and/or pay the cost of repair or replacement of property regardless of disciplinary actions given to the student by school authorities.

Extra suspension or punishment could result until restitution is made.

After the third offense, recommendation may be made to the School Board for expulsion for the rest of the year.

WEAPONS

Students are not permitted at any time to possess, use, transmit or conceal any weapons in public education buildings, on school grounds or property or during school activities off school grounds.

Report to the principal or his designee the name of any student reasonably believed to possess, use, transmit or conceal any weapon 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.

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-expulsion ranging from one year to permanent depending on degree and intent.

2. Use of any weapon other than gun-expulsion ranging from one semester to permanent depending on degree and intent.
3. Possession of weapons other than guns (facsimile guns are included in this section) - 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 up to one year.
5. Any student with a weapon in his/her 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. 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

BEHAVIOR NOT COVERED

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, 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 minimum warning/conference to maximum expulsion.

Legal References: AR. Code 6-21-604 and 6-21-605