BENTONVILLE PUBLIC SCHOOLS

PARENT–STUDENT–SCHOOL AGREEMENT

Student Name (please print clearly) _____

Date: 8-20-2012

Grade: _____ Seminar Teacher: _____

Please read the following information. Check each section as you read through the information. Parent and student signatures are required at the bottom of this page. Students need to return this document to their seminar teacher.

PARENT/STUDENT HANDBOOK AGENDA PLANNER

_____ I have received the parent/student handbook agenda planner which includes the Bentonville Public School and Junior High discipline policy

COMPUTER USAGE

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that individuals may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use- settings and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

As a user of Bentonville Public Schools computer network, I hereby agree to comply with the stated rules- communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

_____ I understand and agree with the computer usage agreement

MEDIA CONSENT

I give Bentonville Public Schools my permission to video tape, photograph, make a voice recording or motion picture of myself or my child to be used in connection with a website, newspaper, educational television program, or subsequent visual or audio presentation. These programs and presentations are exclusive property or Bentonville Public Schools, and do not entitle a parent of child compensation or remuneration for individual participation.

_____ Yes, I give permission

_____ No, I do not give permission

Student signature: _____

Parent/Guardian signature: _____

Parent/Guardian name printed or typed: _____

Bentonville High School
2012-2013

Property of:_____

Address: _____

Phone #:_____

In case of emergency, please notify:

Name:_____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

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BENTONVILLE HIGH SCHOOL
STUDENT-PARENT HANDBOOK
2012-2013

INFORMATION ABOUT OUR SCHOOL

Name: Bentonville High School	Office Hours	7:00 AM – 4:30 PM
	School Day-Regular	8:55 AM – 3:55 PM
	School Day-Zero Hour	7:15 AM – 2:20 PM
	Counseling Center	8:00 AM – 4:30 PM

School Colors: Black and Gold

School Mascot: Tigers

Telephone:	(479) 254-5146	–	Principal's Office	FAX 271-1184
	254-5115	–	Counseling Center	FAX 271-1179
	254-5117	–	Scholarship Office	FAX 418-7247
	254-5124	–	Special Services Office	FAX 418-7241
	254-5170	–	Tiger Athletic Complex	FAX 271-1158
	254-5114	–	School Resource Officer (SRO)	FAX 271-1180
	254-5161	–	Arend Arts Center Director	FAX 271-1183
	254-5200	–	Arend Arts Center Box Office	
	254-5000	–	District Central Office	FAX 271-1159

Principal	Kim Garrett	254-5146	kgarrett@bentonvillek12.org
Assistant Principal for Academic Services FLC	Shirley Coleman	254-5201	scoleman@bentonvillek12.org
Assistant Principal for Academic Services VPAC/SCRUBS/ GATEWAY	Jason Jedamski	254-5199	jjedamski@bentonvillek12.org
Assistant Principal for Student Services FLC	Jack Loyd	254-5159	jloyd@bentonvillek12.org
Assistant Principal for Student Services SCRUBS/VPAC	Tommy Runnels	254-5143	trunnels@bentonvillek12.org
Assistant Principal for Academic Services STEAM/IMPACT	Chad Scott	254-5141	cscott@bentonvillek12.org
Assistant Principal	Tim Sparacino	254-5198	tsparacino@bentonvillek12org
Assistant Principal for Student Services-STEAM/IMPACT	James Swim	254-5142	jswim@bentonvillek12.org
Athletic Director	Scott Passmore	254-5157	spassmore@bentonvillek12.org
Arend Arts Center Director	Garry Bruch	254-5161	gbruch@bentonvillek12.org
Counselor SCRUBS	Shonda Chamberlain	254-5151	schamberlain@bentonvillek12.org
Counselor VPAC	Emily Farley	254-5192	efarley@bentonvillek12.org
Counselor IMPACT	Jodie Fields	254-5152	jfields@bentonvillek12.org
Counselor GATEWAY	Pattie Heitzman	696-9598	pheitzman@bentonvillek12.org
Counselor FLC A-K	Jennifer Kelley	254-5165	jkelley@bentonvillek12.org
Counselor FLC L-Z	Dana Watson	254-5145	dwatson@bentonvillek12.org
Counselor STEAM/RTC	George Radell	254-5150	gradell@bentonvillek12.org
Counselor AIM	Patty Brill	254-5194	pbrill@bentonvillek12.org
Counselor Special Services	Maolina Yang	254-5168	myang@bentonvillek12.org

Post-secondary Advisor	Allison Hoffman	254-5117	ahoffman@bentonvillek12.org
School Resource Officer (SRO) North Bldg.	Steve Vera	254-5114	svera@bentonvillek12.org
School Resource Officer. (SRO) South Bldg.	Dahrron Moss	254-5183	dmoss@bentonvillek12.org
Advisory Coordinator	Christine Long	254-3454	clong@bentonvillek12.org
Intramurals Coordinator	Ronnie Calva	254-9574	rcalva@bentonvillek12.org

THE MAIN ENTRANCE IS LOCATED IN THE NORTH BUILDING IN THE SOUTHWEST CORNER WHICH FACES "J" STREET.

The STUDENT/PARENT HANDBOOK is intended to answer questions regarding policies, practices and procedures of the Bentonville School District and Bentonville High School. The information contained in the handbook is a valuable guide to both parents and students. A committee of parents, teachers, students and administrators reviews the handbook each year to be sure appropriate information is in the handbook (A.C.A. 6-18-502). We would encourage parents to please call a school administrator if they have a question.

BHS provides a School-Parent Compact outlining the responsibilities of parents, students, and school staff in raising academic achievement and in building partnerships enabling students to meet state academic standards. A copy of this document is available at Parent/Teacher Conferences, the Back-to-School Event, and on the BHS website.

After reviewing the handbook please complete, sign and return the Student/Parent Handbook Verification page. We wish everyone a successful 2012-2013 school year.

SMALL LEARNING COMMUNITY (SLC)

A small learning community is a group of students who have complementary interests and talents. The community's teachers foster, reinforce, and support real-world relevance of those interests and talents in the classroom. The following are the SLCs:

FLC - Freshmen Learning Community

Debbie Lee – Attendance	254-5148	delee@bentonvillek12.org
Melanie Taylor- Academic Services	254-5195	meltaylor@bentonvillek12.org

IMPACT – International, Management, Public Service, Administration, Communication, & Technology

Sasha Rousey - Attendance	696-3564	srousey@bentonvillek12.org
Kristen Jones- Academic Services	696-3423	krjones@bentonvillek12.org

SCRUBS – Service, Competition, Research, Unity, Benevolence, & Scholarship

Debi Hartwig - Attendance	254-5112	dhartwig@bentonvillek12.org
Kristen Jones – Academic Services	696-3423	krjones@bentonvillek12.org

STEAM – Science, Technology, Engineering, Architecture, & Math

Sasha Rousey - Attendance	696-3564	srousey@bentonvillek12.org
Kristen Jones – Academic Services	696-3423	krjones@bentonvillek12.org

VPAC – Visual & Performing Arts Community

Debi Hartwig - Attendance	254-5112	dhartwig@bentonvillek12.org
Kristen Jones –Academic Services	696-3423	krjones@bentonvillek12.org

GATEWAY – Alternative Learning Program for BHS students significantly behind in credits

Debi Hartwig - Attendance	254-5112	dhartwig@bentonvillek12.org

BENTONVILLE HIGH SCHOOL VISION AND MISSION STATEMENT

COGNITO PRO VITA

"Learning for Life"

The BHS mission is WE BELIEVE ALL STUDENTS CAN LEARN AND WE HELP ALL STUDENTS ACHIEVE HIGH STANDARDS OF LEARNING.

The BHS vision is:

- BHS will have a broader definition of success with more options for all students.
- BHS will utilize interventions for student success.
- BHS will make education relevant.
- BHS will strengthen Small Learning Communities (SLC's) and Professional Learning Communities (PLC's).
- BHS will increase student connections with school.
- BHS will have better communication with all stakeholders.
- BHS will be safe.

CRISIS HOTLINE PHONE NUMBERS

Local:	
Child Abuse	1-800-482-5964
Crisis Hotline anytime	1-800-798-8336
Loving Choices Pregnancy Center	1-479-631-6677
Teen Action Support Center 24 hours	1-479-636-TASC (8272)
Arkansas:	
Alcohol & Drug Abuse Hotline (8:30-5 M-F)	1-501-686-9866
Arkansas Child Abuse & Neglect Hotline	1-800-482-5964
Arkansas Drug Info (8:30-5:00 M-F)	1-888-228-1233
Arkansas Poison & Drug Info	1-800-376-4766
Arkansas State Drug Hotline	1-800-553-3820
Crisis Center for Women	1-800-359-0056
Planned Parenthood	1-479-443-7791
Rape Crisis	1-800-813-5433
Sexual Assault	1-877-432-5368
Suicide Prevention	1-800-784-2433
Youth Bridge	1-800-628-2260
National:	
Drug & Alcohol Hotline	1-800-662-4357
Runaway Hotline	1-800-Runaway (786-2929)
STD & AIDS Hotline	1-800-342-2437
Teen line National Hotline (3-12 PM)	1-800-522-8336
Trevor Hotline for Gay Youth Crisis	1-800-850-8078

ACADEMIC INTEGRITY

- It is the practice of the Bentonville Public Schools to facilitate honesty and integrity among the student body.
- Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable.
- The definition of academic misconduct can include but not be limited to:
  - giving or receiving of unauthorized aid on examinations or in the preparing of notebooks, themes, reports or other assignments;
  - knowingly misrepresenting the source of any academic work;
  - unauthorized changing of grades;
  - unauthorized use of school approvals or forging of signatures;
  - plagiarizing of another's work;
  - otherwise acting dishonestly in the classroom.
- Any breach in the academic integrity policy will require the student to be placed on the STEP Discipline Plan at a level that is no lower than Step 4.
- Parent or guardian will be notified.
- The assignment may receive a zero.
- Repeated offenses may jeopardize the student's eligibility to receive/earn credit for the course.

EXAMPLES WHICH VIOLATE ACADEMIC INTEGRITY

- CHEATING – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- FABRICATION AND FALSIFICATION – unauthorized alteration or invention of any information or citation in an academic exercise.
- PLAGIARISM – knowingly presenting the work of another as one's own (i. e., without proper acknowledgement of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- FACILITATING ACADEMIC MISCONDUCT – giving or attempting to help another commit an act of academic misconduct.
- TAMPERING WITH MATERIALS, GRADES, OR RECORDS – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- COPYRIGHT LAWS – all applicable copyright laws will be in effect as related to both computer software and printed books and materials. See technology policy of the Bentonville Public Schools for more information.

ADVISORY PROGRAM

- Advisory program will involve all faculty and students.
- Advisories insure that each student is known well by at least one adult in the school
- Research indicates these programs improve attendance, grades, reduce disciplinary problems, and increases student achievement.
- Students will be assigned to an advisory within his/her SLC.
- This user friendly curriculum is discussion/activity oriented and focuses on soft skills used throughout one's lifetime in interaction with others.
- **On Tuesday and Thursday during Seminar the first 15 minutes is devoted to Sustained Silent Reading. The teacher can discuss grades and attendance with students during any seminar advisory period.**
- Advisors should check grades and attendance for each advisee weekly.

AMS ALTERNATIVE GRADUATION OPTION

A student who is a resident of the Bentonville School District and chooses to attend the Arkansas Math and Science School (AMS) in Hot Springs full time has the following options:

- The student may graduate through the Arkansas Math and Science School with a Hot Springs diploma.

  Or

- The student may graduate from Bentonville High School, providing the student meets BHS graduation requirements.

Note: The Arkansas Math and Science School and Bentonville High School have slightly different credit and graduation requirements. Check with the Counseling Center for details.

A student attending the Arkansas Math and Science School must declare her/his intention to graduate and participate in the graduation ceremony at Bentonville High School by January 31st of her/his senior year.

ASSEMBLIES

- Assemblies are part of the regular school day.
- Students will be removed for not showing proper behavior and may be subject to disciplinary penalties.
- Any absence during seminar on days when assemblies or programs are planned will be considered unexcused unless the student provides medical or court documentation.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

- Good sportsmanship is strongly encouraged and expected from participants and fans at all athletic events.
- Contact the Counseling Center for information concerning extracurricular activities and the Athletic Director's Office concerning sports.
- Spirit Week costuming must follow dress code guidelines (no hats, no head coverings, no face paint).

ATHLETIC PRACTICE

Athletic practices, games, and competitions will be canceled on days when school has been dismissed due to inclement weather or other unscheduled closures. However, athletic practices may be scheduled with approval from the Superintendent, Principal, Transportation Director, and Athletic Director. Approved practices during inclement weather will not be a mandatory practice.

STUDENT ELIGIBILITY PROCEDURE

ARKANSAS ACTIVITIES ASSOCIATION ELIGIBILITY REQUIREMENTS

- Pass four (4) academic core classes the previous semester and either:

  A. Earn a minimum GPA of 2.0 based on the previous semester,

  OR

  B. Be enrolled and attending SIP, which is seminar, of at least 100 minutes duration each week within the regular school day in the subject areas where inadequate performance has occurred,**

  AND

  - Have no unexcused absences for the current semester,

    AND

  - Have no school disciplinary actions for the current semester,

    AND

  - Have no known felony convictions during a semester in which the student is in the SIP.

  ****NOTE:** A student must raise the semester GPA by .1000 in order to be eligible for a second consecutive semester of SIP. No student may attend SIP for more than 2 consecutive semesters. After 2 consecutive semesters of SIP, the student must have a GPA of 2.0000 to regain eligibility.

Eligibility - ADE Rules (Arkansas Department of Education) and AAA Rules (Arkansas Activities Association); physical examination; initial drug screening; adherence to rules, regulations as presented at the onset of the sport; must have passed four (4) academic core courses the previous semester; and minimum GPA of 2.0000 for previous semester. A student with a GPA below 2.0000 should see the Athletic Director for requirements needed to meet eligibility. Sponsors/teachers of extracurricular activities (such as band, choir, DECA, etc.) must check grade points of all students in the particular activity each semester.

The following points will be used by staff in determining whether or not students may participate in extracurricular and interscholastic programs:

- That participation in the activities will not deprive students of the instructional time needed to successfully complete academic course work.
- That all due care will be taken to ensure that extracurricular and interscholastic programs not interfere with the instructional school day.
- That students' and/or organizations' activities may be curtailed or modified due to those activities' infringements on the instructional time needed by students to perform their academic work to satisfaction.
- That practice, games, and competitions will not be played on days when school has been dismissed due to inclement weather or other unscheduled closures.

FAILURE TO ATTEND SCHOOL

- Any student who fails to attend every class at school (excused or unexcused) on the day of a school-sponsored activity is not eligible to participate or compete in any extracurricular activity scheduled after school hours. This also includes practice sessions.
- A building administrator may approve an exception to allow participation on a case-by-case basis.
- A student who participates in any practice session in violation of this procedure shall be suspended from participation in the next scheduled practice.
- Any student who participates or competes in a game, competition, or other school-sponsored activity in violation of this procedure shall be suspended from participation in the next scheduled game, competition, or activity (other than practice).

Beginning of semester

- Student must be in compliance with AAA requirements.
- Additional procedures for student athletes are located in the BPS Athletics Handbook.

Students who are not eligible may practice, but may not travel with team or dress out at home or away games.

AAAAAAA SPORTSMANSHIP POLICY FOR FANS AT ATHLETIC EVENTS

Sportsmanship is a general way of thinking and behaving. Good sportsmanship includes the following:

- Be courteous to all participants, coaches, officials, staff, fans, and spirit groups.
- Know the rules; abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display of appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, your team, and your school.
- Exhibit only positive behavior to reflect on your school and its activities.
- Fans are not at a ball game to intimidate or ridicule the other team or its fans, but to support and cheer for their team and to enjoy watching the skills and competitiveness of the teams.

Specific AAAAAAA Prohibitions:

- Students or spectators who wear extreme or unusual clothing to the game or who paint their faces or bodies will not be allowed in the game (gym or stadium). (Examples: Togas, bandannas, cowboy hats, gang colors, wigs, costumes, etc.)
- "Calling the Hogs" (Whoo Pig, Sooie).
- No fog or air horns.
- Negative, demeaning, or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- Students will not be allowed to turn their backs, hold up posters, signs or newspapers while teams are being introduced, or when teams, cheerleaders, or drill teams are performing.
- Students and fans are prohibited from being on the athletic field or playing court during and after games.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY REQUIREMENTS

- For student athletes considering participating in college athletics, the NCAA has certain eligibility requirements.
- Contact the athletic director, counseling center, or scholarship director for the current NCAA procedures and regulations concerning student athletes' eligibility.

ATTENDANCE

ABSENCES

Students shall not be absent, as defined in this policy, more than 10 times in a given course in a semester. When a student has 5 absences, his/her parent, guardian or person in loco parentis shall be notified that the student has missed half the allowable times for the semester. Notification shall be by telephone by the end of the following school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian or person in loco parentis may be subject to a civil penalty as prescribed by law.

Students with 11 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian or person in loco parentis and the school or district administrator or designee. Unless a student's excessive absence is due to unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

ADDITIONAL ABSENCES

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons; and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis or appropriate government agency stating such reason.

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;

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

Applicants for an instruction permit or for a driver's license by person less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a

"C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

- Students who choose to attend away athletic events or extra-curricular events in which they are not participating will be shown as unexcused unless a parent note is provided. These absences will not be shown as school business. **Exception: A student absence will be recorded as School Business for attendance at BHS State Championship event only with written parent/guardian permission.**
- Forged notes or fake phone calls to gain an excused absence will be considered truancy.
- **The Bentonville Police Department, in a cooperative agreement with the district, participates in the "operation stay in school" program.**
- **Any certified law enforcement officer may stop and detain any unsupervised school-age student located off school premises during school hours and request the production of documentation excusing her/his absence from school.**

MANDATORY ATTENDANCE

- All students who are ages 5 through 17 on or by September 15 are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge.
- Students who have not received a high school diploma or its equivalent; or students who are not enrolled in a post-secondary or vocational-technical institution, community college, or a two-year or four-year institution of higher learning must attend school.
- Students who are 18 to 21 years of age will be educated with the understanding that they must comply with district policies and procedures. Those who do not comply with district policies and procedures may be dropped from school.

TARDINESS

Students report directly to class. The teacher will document the tardy in attendance records.

- 1 day detention on 5th total tardy
- 2 days detention on 10th total tardy
- Students are placed on the step plan on the 15th tardy.
- Students are placed on the step plan on the 30th tardy.
- Students are disciplined for insubordination for tardies after the 30th.
- Missed detentions will result in assignment to ISS.

TRUANCY ABSENCES

- Truancy is when a student is not located where s/he is supposed to be (such as attending the wrong lunch; parking lot without permission).
- Students over 10 minutes late to class are truant unless they have a teacher's note.
- Students going to parking lot without permission are truant.
- Students leaving campus at anytime without authority are truant.

SIGN IN - SIGN OUT

- **CHECK-OUT AT LUNCH LIMITED TO PARENT COMING TO SCHOOL PHYSICALLY SIGNING STUDENT OUT AT THE TIME THE STUDENT IS LEAVING AND PHYSICALLY SIGNING IN STUDENT UPON RETURN. THIS INCLUDES ALL STUDENTS WHO MAY BE OVER 17 YEARS OF AGE (YOU MAY NOT CHECK YOURSELF OUT FOR LUNCH).**
- Verbal or written permission to attendance clerk from parent required.
- Early check-outs by students count as a parent note for the absence.
- Students are to sign out when leaving during the school day and may return to campus only with a doctor's note or a court note.
- Students missing part of the school day are to sign in upon arrival on campus.
- Failure to sign in or out may result in placement on the step plan for truancy.
- In order for 18 year olds to sign themselves out, a note from the student's parent is to be on file indicating the parent is aware that the student is making her/his own decisions.

- Students 18 years of age or older must sign in and out for 5 times only, after which absences will be considered truancies.
- Student signing out from seminar with parent notes or who sign themselves out will be considered truant after the fifth absence and will be placed on the step plan for discipline.
- Anyone checking a student out must be shown on the BHS Student Emergency Check-Out Card as being authorized to do so by the parent/guardian.

MONITORING ATTENDANCE

- Parents and students are encouraged to monitor attendance through the grade book program located on the district web site.
- Parents should receive an automated phone notice when their student misses 2 periods or more of school.
- Written notification sent by mail on student's fifth absences.
- Phone conference may occur upon a student receiving her/his fifth absence.
- Report to juvenile court may be made at the time of eleventh absence.
- A review of most appropriate educational setting/placement may be reviewed.

ILLNESS DURING SCHOOL DAYS

- **STUDENTS ARE FORBIDDEN TO SELF-MEDICATE AT SCHOOL WITH PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS.**
- Injured and sick students are to report to the school nurse.
- The school nurse will contact a parent if the student is unable to remain in school.

BHS HOME PAGE

- http://www.bentonvillek12.org/bhs
- Information concerning school, students and staff
- Information concerning student grades and attendance
  - Access district web site at: http://www.bentonvillek12.org
  - Click on "Parents" from the information bar.
  - Click on "Parent Internet Viewer" from the drop-down menu.
  - Follow directions on the pop-up window.

CHECK RECOVERY SYSTEM

- The district uses FARS (Federal Automated Recovery Systems) as a third party administrator for recovery of non-sufficient funds checks.
- The service is electronic and will involves a charged fee for the collection to the check writer.
- Checks written to BHS must contain the following information: driver's license number; full name; current street address; and current telephone number.

COLLEGE VISITATION

- Seniors will be granted two college visits during the year.
- Documentation of the visit (e.g. a letter from the college/university) should be submitted to the student's principal upon return to school.
- The SLC principal may grant additional college visits upon student/parent request.
- Underclassmen are also eligible for one college visit. Documentation of the visit (e.g. a letter from the college/university) should be submitted to the student's principal upon return to school.
- **College visits will not be granted after April 1.**
- Pre-approved college visit days will not count as absences for test exemption purposes.

TRANSCRIPT REQUESTS

- Seniors who plan to attend college should request that the registrar send a transcript to the college of their choice. A transcript request form must be completed and signed by the student before a transcript can be sent. A fee will be charged for each transcript.
- The registrar must be given two days advance notice for transcript request.

CONCURRENT CREDIT

- See the current Bentonville High School Course Information Guide Grades 9-12 for details.

DISCRIMINATION DISCLAIMER

- Bentonville High School does not discriminate in the application of its educational programs nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any unlawful criteria such as age, race, color, sex, handicap, religion or national origin, in its dealing with employees, students, or the general public.
- The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

For Section Title IX:	Executive Director of Human Resources 500 Tiger Blvd, Bentonville AR 72712 479-254-5000
For Section 504:	Student Services Director 500 Tiger Blvd, Bentonville AR 72712 479-254-5000

DRIVER LICENSE REQUEST

- Obtain, complete, and return Driver's Attendance Form in the North Counseling Center room 200.
- Student must have a 2.0 GPA for the most recently completed semester to qualify.
- Please allow 24 hours for processing requests.

EMERGENCY PLANS

FIRE DRILLS - a long, continuous buzzing sound is the signal to follow the emergency exit plan.

- Teachers should have a fire exit map in their rooms, posted by the door.
- Students should leave the classroom in a quiet, orderly manner.
- Junior Fire Marshals are assigned to help close doors and check the building.
- Teachers will call roll outside at the designated area to be sure that all students are safe and accounted for.
- Students must stay in the designated area with their teacher until the return signal is given.
- Students will be told to return to classes by intercom.

TORNADO DRILLS - An announcement over the intercom will signal a tornado drill.

- Students should move to areas away from the windows and/or crouch down each using arms to protect head.
- The fire exit map of the building also shows the designated safety areas for this room in case of a tornado or drill.
- Students are required to follow their teacher's direction in all emergency situations.

FLOWER AND/OR FOOD DELIVERIES

- **DELIVERIES FOR STUDENTS FOR CELEBRATORY OR SPECIAL OCCASIONS WILL NOT BE ACCEPTED BY ANY CAMPUS IN THE BENTONVILLE SCHOOL DISTRICT. THIS INCLUDES FOOD, FLOWERS, BALLOONS, COOKIE BOUQUETS, SINGING TELEGRAMS, ETC.**

FOREIGN EXCHANGE STUDENT ACCEPTANCE CRITERIA

- Bentonville High School welcomes exchange students to our campus. Agencies wishing to place an exchange student may contact Mr. Tommy Runnels at 254-5143 for information. Our students will gain knowledge for having the opportunity to learn about other countries, their cultures and customs. The following practice has been adopted to ensure that both the organization and the student understand the expectations of the school.
- Approved agencies must be included on the Advisory List published by the National Association of Secondary School Principals and the Council on Standards for International Educational Travel. In addition, foreign exchange students will have a local contact person and will reside within the Bentonville Public School District.
- Act 966 requires that organizations that work with foreign exchange students must register with the Arkansas Secretary of State Office before they are allowed to place students in Arkansas.

- We do not “hold spots” for exchange student applications. When all required paperwork is completed and accepted, then and only then will the student be considered for the foreign exchange program at Bentonville High School.
- Foreign exchange students who have graduated or completed their course of study in their home country will not be accepted.
- A maximum of twelve students will be accepted for each academic school year. Each student will be required to attend the full academic school year.
- A maximum of three students will be accepted from any one organization.
- Foreign exchange students will not be accepted after August 1st.
- Students shall be fluent in the English language.
- Students attending classes from Labor Day to the end of the school year will be eligible to receive a CERTIFICATE OF ATTENDANCE, if they attend classes at least 96% of the school days.
- Foreign exchange students will be eligible to receive a BENTONVILLE HIGH SCHOOL diploma if they meet the graduation requirements from Arkansas, Bentonville High School, and successfully complete her/his senior year.
- Foreign exchange students may not transfer to BHS from another school district and must attend BHS for the entire school term.
- Foreign exchange students will not be allowed to take the GED.
- Foreign exchange students will not be allowed to change a class schedule.
- Foreign exchange students will complete all required immunizations before being admitted.
- Foreign exchange students will not receive priority scheduling.
- Approved organizations will provide a transcript (translated into English) of the student’s academic record.
- Foreign exchange students will not be eligible for special programs such as special education services, ESL or section 504 accommodations.
- Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.
- Foreign exchange students will not walk in the graduation ceremony.

To be recognized at the graduation ceremony, foreign exchange students must be enrolled in senior English and American History. Additionally, they must not have failed any courses during the school year nor had excessive absenteeism.

GRADE POINT AVERAGE

- A weighted system is used for figuring grade point average in AP/IB classes only. However, for the weighted grade to apply to an AP/IB class, the student must take the AP/IB examination for that class during the May testing period. (See Grading Scale)
- All other classes are graded on a four point system.
- Any high school course taken prior to the student’s freshman year must be shown on the transcript and credit must be awarded.
- The following subjects receive “Pass” or “No Credit”: Athletics, Cheerleader, Dance Team, Drivers Education, Work Credit, and Service Credit Workers.
- Non-academic elective graduation credit is given for these courses.
- “Pass” or “No Credit” courses are not used in figuring grade point.
- Letter grades must be given for the .5 PE graduation requirement; grade points must be awarded and figured into GPA calculations.

GRADING SCALE

- Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Educational objectives are those contained in the Arkansas Frameworks.
- Grades that reflect other educational objectives such as those contained in the district standards and curriculum frameworks may also be given.

- Certified Staff in grades 1-12 shall use an electronic record keeping system to document grades.
- Each letter grade shall be given a numeric value for the purpose of determining grade point averages (GPA).
- Unassisted work counts for 70% of the class grade and assisted work counts for 30% of the class grade. For AP/IB classes unassisted work counts for 80% of the class grade and assisted work counts for 20% of the class grade. For mastery math classes unassisted work counts for 90% of the class grade and assisted work counts for 10% of the class grade.
- To determine the semester grade, semester coursework is worth 80% and the semester test 20%.
- In order for students to be awarded the quality points for AP and IB courses, the student must complete the full year course and sit for the AP or IB exam. Additionally, the AP or IB teacher must be in compliance with the mandated training requirements as specified in ADE Rules Governing AP and IB Diploma Incentives Program.
- For students who transfer into BHS and who have credit for ADE Approved Honors Courses in their previous school as reflected on the incoming transcript, these students will receive the additional quality points (same as for AP and IB) for GPA purposes.
- For all academic classes in grades 1-12 the following Arkansas Uniform Grading Scale and numeric values will be used for assigning grades and for computing student grade point averages (GPAs) (A.C.A. 6-15-902):

				Regular, Honor and Pre-AP Level	Advanced Placement/IB Level
A = 90	-	100	=	4 points	5 points
B = 80	-	89	=	3 points	4 points
C = 70	-	79	=	2 points	3 points
D = 60	-	69	=	1 point	2 points
F = 0	-	59	=	0 points	0 points

INCENTIVE PROGRAM BHS 2012-2013

Students are eligible for **Semester Exemptions** based on **current** semester GPA, attendance, tardies, and discipline.

Students are eligible for **all other incentives** based on the **previous** 1st Nine Weeks, 1st Semester, 3rd Nine Weeks, or 2nd Semester grades, attendance, tardies, and previous 9 weeks' discipline. Students who drop below the minimum criteria during a semester will lose their incentives but will be eligible for incentives again when a total of 9 consecutive weeks eligibility has been established. In addition, students involved in the Tiers 1-3 will be eligible to enroll earlier than their classmates for classes for the upcoming school year.

Freshmen:	**Criteria:**
Semester Exemptions	75% Grade in a class to be used.

Sophomores:	**Criteria:**
Semester Exemptions	75% Grade in a class to be used.
Tier 1: Special Classroom Seminar/Advisory with MP3's allowed. Off-Campus Travel for Semester Finals	All students: 3.0 Current GPA, Fewer than 6 Tardies, No Unexcused Absences; No ISS/OSS

Juniors:	**Criteria:**
Semester Exemptions	75% Grade in a class to be used.
Tier 1: Special Classroom Seminar/Advisory with MP3's allowed. Off-Campus Travel for Semester Finals	All students: 3.0 Current GPA, Fewer than 6 Tardies; No Unexcused Absences, No ISS/OSS

Tier 2: Large Group Seminar/Advisory with MP3's allowed and a 5 Minute Early Out Pass to Leave School for Fridays only.	Regular Education students: 3.2 GPA; Fewer than 6 tardies; No Unexcused Absences; No ISS/OSS; enrolled in at least one AP, IB or concurrent class. Special Education students: 3.0 GPA, Fewer than 6 tardies, no ISS/OSS, have 9 week IEP goal and be meeting it.

Seniors:	**Criteria:**
Semester Exemptions	75% Grade in a class to be used.
Tier 1: Special Classroom Seminar/Advisory with MP3's allowed. Off-Campus Travel for Semester Finals	3.0 Current GPA, Fewer than 6 Tardies; No Unexcused Absences, No ISS/OSS
Tier 2: Large Group Seminar/Advisory with MP3's allowed and a 5 Minute Early Out Pass to Leave School for Fridays Only.	Regular Education students: 3.2 GPA; Fewer than 6 tardies; No Unexcused Absences; No ISS/OSS; enrolled in at least one AP, IB or concurrent class. Special Education students: 3.0 GPA, Fewer than 6 tardies, no ISS/OSS, have 9 week IEP goal and be meeting it.
Tier 3: Large Group Seminar/Advisory with MP3's allowed and a 5 Minute Early Out Pass to Leave School for end of EACH day.	Regular Education students: 3.4 GPA; Fewer than 6 tardies; No Unexcused Absences; No ISS/OSS; enrolled in at least one AP, IB or concurrent class. Special Education students: 3.0 GPA, Fewer than 6 tardies, No ISS/OSS, have 9 week IEP goal and be meeting it.

GRADE CLASSIFICATION

Students are classified according to the number of credits they have earned. Credits are earned at the rate of ½ credit per class per semester. No credit is awarded for seminar classes. Students must earn the following number of credits to be classified as sophomores, juniors, and seniors, respectively at the beginning of each academic year.

- 3 core credits (English, math, science, social studies) to be a sophomore.
- 10 credits to be a junior.
- 17 credits to be a senior.

GRADUATION REQUIREMENTS

CLASSES OF 2012 AND BEYOND

The following courses must be successfully completed during grades 9-12 for the graduating class of 2012 and beyond...

4 credits	**English I-IV** or equivalents
4 credits	***Mathematics** (must include one **unit** in algebra and one **unit** in geometry)
3 credits	**Science** (must include one **unit** in physical science and one **unit** in biology or its equivalent)
3 .5 credits	**Social Studies** (must include one credit in U.S. History, one credit in World History, .5 credit in Civics, .5 credit in Government and .5 credit in Economics or one full unit of AP Government can replace Civics and the semester course in Government.)
1 credit	**Practical Arts** (agriculture, business/marketing, family and consumer science, medical professions, and/or trade and industrial except IB).
1/2 credit	**Fine Arts** (art, music, drama)
1/2 credit	**Oral Communications**
1/2 credit	**Health**
1/2 credit	**Physical Education**

6.5 credits **Electives**

- 2.5 ~ may be academic and/or **nonacademic electives
- 4 ~ must be academic electives

TOTAL OF 24 CREDITS

*If a course of study sequences algebra over a two-year period and geometry over a two-year period, students must complete all four years. All other math units must build on the base of algebra and geometry knowledge and skills.

**Nonacademic electives are courses in athletics, physical education (beyond one credit), service credit, and the onsite portion of a work program.Academic electives are all other courses.

ALGEBRA I EOC HIGH-STAKES TESTING

Students in grade 9 or below must score "Pass" on the End-of-Course Algebra I exam in order to receive credit on his/her transcript for Algebra I. Algebra I students in grade 9 or below not scoring at the "Pass" level after three opportunities must participate in a formative analysis and remediation. Those students will re-test in an alternate format. They must score at the "Pass" level to receive credit for Algebra I.

CLASSES OF 2014 AND BEYOND

- **Students must complete the SmartCore curriculum in order to be eligible for the Arkansas Academic Challenge Scholarship (i.e. Lottery Scholarship).**

SMART CORE and CORE REQUIREMENTS

Please consult your SLC Counselor to ensure that your graduation plan reflects whether you are a Smart Core graduate or a Core Graduate.

CORRESPONDENCE WORK DEADLINE FOR SENIORS FOR GRADUATION PARTICIPATION (SEE BHS COURSE INFORMATION GUIDE)

- Correspondence courses are one option to make-up a lost credit. Students must obtain prior approval from the counseling center to enroll in a correspondence course.
- To be on the graduation list, grades for any correspondence course(s) must be received by May 1.
- Failure to meet this deadline may cause the senior to be omitted from graduation activities including being listed as a graduate on the program.
- Seniors should plan to complete and mail all correspondence lessons by April 1 in order to guarantee getting the test graded and the grade reported to BHS by May 1.

COURSE SCHEDULE

- The BHS Course Master Schedule may include "Zero A" and/or "Zero B" course time offerings.

DIPLOMA PRESENTATION

- Only current Bentonville Public School board members may present diplomas

HONOR GRADUATES

WITH HONORS GRADUATES

In addition to meeting BHS graduation requirements and Arkansas Academic Challenge Scholarship core course requirements*, a student must:

- Have a 3.5000 cumulative GPA at the end of 8 semesters along with 8 credits from Honors/Pre-AP or AP/IB classes. GPA is NOT rounded up from four decimal places.
- Have earned at least two credits of high school level foreign language OR six credit hours of college-level foreign language. These credits must be from the same foreign language.
- Successfully complete 26 credits by the end of 8 semesters.

WITH HIGH HONORS GRADUATES

In addition to meeting BHS graduation requirements and Arkansas Academic Challenge Scholarship core course requirements*, a student must:

- Have a 3.7500 cumulative GPA by the end of 8 semesters along with 12 credits from honors/Pre-AP or AP/IB classes. GPA is NOT rounded up from four decimal places.

- Have earned at least two credits of high school level foreign language OR six credit hours of college-level foreign language. These credits must be from the same foreign language.
- Earn a minimum of 2 complete credits from AP courses.
- Successfully complete 26 credits by the end of 8 semesters.
- A student may choose to be a vocational completer rather than have 2 credits of the same foreign language. A vocational completer must have a minimum of 3 units in a specific vocational area.

VALEDICTORIAN – The valedictorian is the senior student who meets all of the following criteria:

- Meets the criteria to graduate with high honors.
- Has the highest GPA among the students who have met the criteria to graduate with high honors.
- Has been in continuous enrollment at BHS for 4 consecutive semesters, to include the final semester that leads to the student's graduation.
- Home-schooled students must enter BPS during the first semester of her/his freshman year to be eligible.
- In the event of a tie in GPA, co-valedictorians will be named.

SALUTATORIAN – The salutatorian is the senior student who meets all of the following criteria:

- Meets the criteria to graduate with high honors.
- Has the second highest GPA among the students who have met the criteria to graduate with high honors.
- Has been in continuous enrollment at BHS for 4 consecutive semesters, to include the final semester that leads to the student's graduation.
- Home-schooled students must enter BPS during the first semester of her/his freshman year to be eligible.
- In the event of a tie in GPA, co-salutatorians will be named.

GRADUATION DRESS CODE

Appropriate dress is required in order to participate in the ceremony. Faculty line leaders will check each senior for proper dress. Remember that absolutely no decorations may be added to the cap and/or gown. Students who do not follow this policy will be removed from the line. The cap and gown stress unity. The overall impression should be of black and white:

Ladies	Men
Dark dress or slacks (no jeans)	Dark slacks (no jeans or khakis)
Dark dress shoes or dark dress sandals (no flip-flops)	Light shirt
Cap (front is marked inside cap)	Dark tie
Leave purse at home, in car, or with family	Cap (front is marked inside cap)
	Dark socks and dress shoes

GUEST ATTENDING BHS DANCES & PROM

- Students bringing a guest (guest may not be over the age of 20) to a BHS activity who is not a student at BHS must have prior approval of the SLC principal.
- Guest application forms may be picked up from the principal's office.
- Guest application forms are to be turned into the principal's office a week before the scheduled event.

GUIDANCE COUNSELORS

- Our counselors are in their offices daily to assist students with class scheduling, curriculum questions, personal problems, etc.
- Students should schedule appointments with counselors as needed.
- **Students must sign in and out of the counseling center so that they will not be considered truant.**

HOME-SCHOOL POLICY

- Arkansas law (A.C.A. 6-15-501 – 507) specifies that a high school is not responsible for providing credits, grades, transcripts, or diplomas for students in home schooling instruction.
- See the current Bentonville Public Schools Grades 9-12 Course Information Guide for details.

ID BADGES

STUDENT SCHOOL ID BADGES ARE USED FOR THE SAFETY OF THE STUDENTS AND STAFF AT BENTONVILLE HIGH SCHOOL.

- Students are expected to have their school ID badges on their person at all times.
- Student school ID badges will be used as hall passes. During seminar, students must have a teacher pass and school ID badge before leaving class. In other classes students must have their school ID and a note from the instructor to leave the classroom.
- Badges must be presented to go to the Testing Center.
- Badges must be presented for checking in or out library materials.
- Badges must be presented to cashiers to pay for lunches from student accounts.
- Students on work programs or senior out must be wearing or carrying badges at the time of leaving or entering the building.
- **Visitors are required to obtain an ID badge from the visitor's desk when they enter the building.**
- Lost or stolen badges must be replaced.
- A $5.00 charge will be assessed for replacement badges.
- See the south office for replacement ID badges.

IMMUNIZATION REQUIREMENTS

- Arkansas law (A.C.A. 6-18-702) requires the following immunizations before a child is to be admitted to public schools.
- HEPATITIS B; DTP, DTaP, DT, Td; OPV/IPV (polio); MMR (measles, mumps, rubella); & VARICELLA (chicken pox).
- See the school nurse for specific dosages and time requirements.
- Failure to provide proof of immunization within 30 days of enrollment may result in student being suspended from school until documentation is furnished to the school nurse.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

History and Mission

The International Baccalaureate Organization (IBO) is a non-profit educational organization that was established in 1968. It is governed by a 17-member Council of Foundation based in Geneva, Switzerland. The IBO is funded by fees from IB world schools with additional income from workshops and catalogue sales. The IBO aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

IB programs are offered and recognized on every continent. The IB Diploma is recognized around the world as a gold standard in international education. Oxford University was the first university to accept the IB diploma as a qualification of entrance. Now, the IB Diploma can be used for entrance requirements to any major college on earth.

Purpose

IB is more than just a rigorous curriculum. It is an educational philosophy. IBDP candidates will develop as critical thinking students who will be able to integrate new information, analyze it and then produce new information. An IB student is innovative and creative. IB students develop into successful college students because they are more prepared for the rigor of analytical and evaluative thinking.

IB classes are taught by IBO trained teachers using an international, standardized curriculum. All IB students around the world take the same tests on the same day. In fact, in some classes, an IB student at BHS could take the IB exam for any given subject area at any testing center on earth and would test over the same material.

All major universities know of the IB Diploma Programme and most have developed policies with regard to college credit awards to students who succeed on IB exams. The IB website has more and specific information on the details of credit awards. Go to http://www.ibo.org/country/US/index.cfm then select the university that interests you from the heading, "Universities that recognize the IB diploma."

Requirements

These are the basic requirements to achieve the IB Diploma.

- All required IB courses from the six groups as designated by the IBO; Language A1, Language B, Individuals and Societies, Experimental Sciences, Mathematics, and the Arts / Electives
- Take and pass related IB examinations (minimum of 3, maximum of 4 at HL)
- Complete the Extended Essay
- Take and pass Theory of Knowledge course
- Complete and document at least 150 hours of CAS related activity over two years

For more information please see Mrs. Sarah Pugh or your counselor. Additional information can be obtained for the IB Handbook which can be accessed on the BHS website.

LOCKERS

- School authorities have equal access to lockers and may inspect them at any time.
- Lockers are assigned to students.
- Private locks will be cut off by school personnel.
- Students are to remove stickers, signs, markings, etc. from lockers at the end of the school year.
- Students are responsible for damage to their lockers and cost of clean-up.

LUNCHES

BHS IS A CLOSED CAMPUS. Lunches are served in both cafeterias during designated lunch periods. Students may choose to eat lunch in either BHS North cafeteria or BHS South Cafeteria.

MAIN LIBRARY (SOUTH) AND E-LIBRARY (NORTH)

The South Library at Bentonville High School is located near the west end of the south school building. It houses all kinds of print and non-print media and is open to all students and teachers on campus.

The North E-Library is located in the north building. Its media is mostly electronic with a few printed reference works.

South Library: hours 7:15 – 4:15 Librarian: Mary Jo Thicksten (254-5153)

North E-Library: hours 7:45 – 4:00 Librarian: Traci Holland (696-3596)

The South Library houses a computer lab for student and teacher use. The library has a large selection of fiction, non-fiction, and biographical works, as well as audio books and graphic novels.

Students may use the library before school, after school, during lunch, during seminar, and any time permitted by teachers.

Library Usage:

- All students must present a written hall pass when visiting the library from a class or seminar.
- Students must present their student ID to checkout a book.
- Crackers, hard candy, water are permitted but must be kept clear of computers.
- Desirable behaviors include courtesy, respectful discussion, and studious purpose.
- Backpacks and heavy coats may be left on the entry shelves.
- Assigning teachers write passes for seminar.
- No misuse of e-mail during seminar.
- No computer games or card games any time.
- Quiet, studious purpose during seminar. Social talkers will be sent back to class.
- Checkouts: 2 books for 2 weeks. Fines are charged at $0.05 for every school day. Items may be rechecked as needed to help students avoid fines.
- Students are encouraged to ask the librarians for assistance when searching for a book. The librarians will be happy to help students find books for reading enjoyment or for assignments.

- Copies made on the copy machine are $0.10. Only black and white is available.
- Computer printouts needed to complete school assignments are free, although students should limit printing to 10 pages per visit. Other copies are $.10 each.
- **Students with overdue items or fines may not check out other materials until fines are paid.** Unless these fines are cleared, **students will lose their semester test exemptions.**
- Students who drop or transfer must return all library materials and pay fines or lost book fees before their records will be released.

RE: Arkansas Library Materials Security Law

A.C.A. 13-2-801 et seq. provides for support for school libraries in terms of keeping "library materials" secure from unauthorized removal or willful mutilation. This act provides support by allowing charges to be brought against a person who violates school policies that govern library security and provides protection to the employee that detains or questions a person believed to be concealing materials.

The term "library materials" means books, manuscripts, letters, newspapers, court records, films, microfilms, tape recordings, phonograph records, lithographs, prints, photographs, or any other written or printed document, graphic material of any nature and other personal property which is the property of or is in the custody of, or entrusted to a public or private library, museum, archives, or other depository.

Legal charges may be brought against persons violating school policies that govern access to library materials. Before a charge can be filed against a person, the library shall send written notice notifying them that if the books or materials are not returned to the library, charges will be filed against them.

The act also allows for a person to be detained and questioned in a reasonable manner if library personnel believe a person has committed an offense or has concealed any library material upon his person or within his belongings. This law protects library personnel that detain or question any person from civil liability.

MAKING UP SCHOOL WORK

- STUDENTS ARE RESPONSIBLE FOR CHECKING WITH THE TEACHER OR THE ASSIGNMENT CALENDAR TO LEARN OF ASSIGNMENTS OR WORK MISSED.
- Make-up procedures are published in each teacher's course syllabus and should align within the PLC (A Professional Learning Community is a group of teachers teaching the same subject who work together to improve teaching and learning).
- Time allowed for completion of make-up is a Professional Learning Community decision.
- Assignments are to be collected during seminar periods by students.
- Tests announced before an absence are to be taken upon return to class unless s/he makes other arrangements with the teacher.
- Teachers may exempt a student from missed work without penalty to student.
- Teachers using the testing center will follow the testing center procedures.
- Work missed due to being suspended out of school will receive credit earned.
- PARENTAL REQUEST FOR HOMEWORK DUE TO ILLNESS
- Request is to be made through BHS receptionist at 254-5100.
- Work will be available the school day following the request.
- Must be picked up by 4:30 PM on the school day following request.
- Work requested is due at the teacher's discretion, whether it is picked up or not.

MEDICATIONS

- **STUDENTS WHO ARE REQUIRED BY THEIR PHYSICIAN TO TAKE MEDICATION DURING THE ACADEMIC DAY MUST HAVE THAT MEDICATION ADMINISTERED BY THE SCHOOL NURSE. *AT NO TIME ARE STUDENTS TO SELF-MEDICATE WITH PRESCRIPTION OR NON-PRESCRIPTION DRUGS*. STUDENTS FOUND WITH PRESCRIPTION AND/OR NON-PRESCRIPTION MEDICATIONS AT SCHOOL IN THEIR POSSESSION ARE SUBJECT TO EXPULSION FROM SCHOOL FOR UP TO ONE YEAR. ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS ARE TO BE LEFT AT HOME. STUDENTS ARE NOT TO BRING PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS TO SCHOOL. PARENTS ARE TO ADMINISTER PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS TO THEIR STUDENTS AT HOME WHENEVER POSSIBLE.**

- Students requiring prescription medication of any kind during the school day must have a medication request form **signed by their parent or guardian annually.**
- These forms may be obtained from the nurse and must be completed before any medication can be given.
- All medication must be brought to the nurse's office by a parent or guardian. Students are not allowed to bring medication to the nurse's office.
- The medication will be kept by the nurse in the office under lock.
- The nurse will administer the medication according to the directions from the Director of Health Services.
- Staff members that have received medication training may administer medication when the nurse is absent.
- No medication, including ibuprofen or Tylenol, will be given without parent/guardian signed permission annually.
- Medication given three times daily or less cannot be given at school, unless specified by your physician.
- Medication that is to be given as needed should specify the time to be given at school.
- Students taking medication without following the above guidelines risk disciplinary action.
- Over-the-counter medication that is not stocked in the nurse's office must be in original sealed container and be treated as prescription medication. A doctor's order is required for over-the-counter medication and will be filed in the nurse's office. These medications are to be stored with the nurse and not kept by the student.
- In order to dispense over-the-counter medications at school, a signed parental Health History form must be on file with the school nurse. These forms are available from the school nurse, phone number 254-5109 or 254-5186 or online at www.bentonville.k12.ar.us.

MESSAGES

- EMERGENCY MESSAGES ONLY will be delivered to students.
- Classes will not be interrupted to deliver messages regarding transportation, personal appointments, work schedules, family errands, etc.

NATIONAL HONOR SOCIETY (NHS) REQUIREMENTS FOR CANDIDATES

- The requirements for admission to NHS will include documentation of both service and leadership in addition to meeting high standards in academics and character.
- Service and leadership activities are rated by points.
- Candidates will be expected to show documentation of any activities that fit into the following categories:

SERVICE (Juniors 10 points, Seniors 15 points)

- This includes service to community, church, civic or school organizations.
- Being a member of student council, choir, band, ACE, cheerleading, drill team will also be accepted.
- Participating in drama productions, athletics, newspaper or yearbook also qualifies as service credit.
- Three different organizations or areas must be represented in this category.

LEADERSHIP (All candidates 5 points)

- Leadership activities include class or club officer, chair of a class or club committee, student council officer, and editor of school publication.
- Also included would be district, area or state representative of school organization (i.e. Forensics), individual music contests as BHS student, officer in church or community organization.
- Athletic team or ACE captain or co-captain.
- Participant in recognized AAA activity (debate, etc.), participant in non-AAA activity as representative of BHS (language competitions, etc.), director/asst. director of BHS drama or as representative of BHS.

ACADEMICS

- Minimum accumulative GPA of 3.500 (truncated) at the end of 4th or 6th semester is required.
- NHS does not distinguish academics by the level of courses taken, in other words there is no additional benefit for honors or AP courses.

CHARACTER

- Applicants will be asked to respond to a short essay question regarding character issues.
- Students who have received excessive detentions, been suspended, or assigned alternative classes at any time are not eligible.
- A detailed explanation of the point system and induction in general are available from Mr. Hagers, NHS Advisor. Please see him with any questions.

NO CHILD LEFT BEHIND (NCLB)

The federal "No Child Left Behind" (NCLB) Act gives parents the right to know the professional qualifications of the classroom teacher who instructs their children. Specifically, the parents can request the information listed below:

- Has the teacher met Arkansas qualifications and licensing criteria to teach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualifications and licensing criteria to permit the teacher to teach on an emergency or provisional license?
- The teacher's college major, graduate certification or degrees, and the field or discipline for those certificates or degrees.
- The qualifications of a teacher's aide or similar paraprofessional providing instructional assistance to your child.
- Parents may request the above information by completing in writing a request form that can be obtained from the Director of Student Services (254-5000).
- Parent requests will be fulfilled in a timely manner.

NUTRITION/FOOD

Act 1220 of 2003 established certain rules regarding student nutrition as well as the existence and limitation of foods and beverages in public schools. As part of these rules, parents may provide foods of minimal nutritional value or candy to their own child but may NOT provide these foods for other children. Each school may provide any food or beverage item to students during the school day for up to nine different events each school year. These nine events are determined by the campus administration. Foods or beverage items that are a part of the instructional program and used to promote student learning are allowed.

PARENT-TEACHER CONFERENCES

- Individual teacher conferences may be scheduled by email or calling the school office (254-5100) and requesting the teacher return the call to set up a time for the conference.
- Parents may correspond with teachers by email. A teacher email address example for Joe Doe is: jdoe@bentonvillek12.org Teachers are listed on the district web site. Clicking on the teacher's name will cause his/her email address to pop up.
- Each student with his/her family is expected to complete the Career Action Plan (CAP) process by either attending CAP conferences or by completing the online registration process.
- Students who do not complete the CAP process may have their course requests completed by their counselor.

PARKING

- To obtain a parking permit, students must present a valid Arkansas driver's license, Arkansas car tag number, make and model of vehicle, and $10.00 per semester (a total of $20.00 per year).
- Parking tags will be distributed to seniors and juniors at the start of the school year. Sophomores and freshmen may be assigned spaces (if available) beginning in October.
- Parking rules will be read, signed, and dated by each student when the parking tag is received.
- Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.
- Motorcycles will be parked behind the greenhouse on the south side of the property.
- Driving and parking privileges on school campuses may be revoked for any misuse of vehicles.

- **Students will be fined $10.00 for the first two parking violations which includes the following:**
  - **parking in the visitors' parking area**
  - **using another student's parking permit**
  - **parking in another student's parking space**
  - **parking on campus without a valid parking permit**
  - **not appropriately displaying parking permit**
  - **students parking in faculty parking space**

Failure to pay parking fines within <u>five days</u> will result in the student's parking privileges being revoked until the fines are paid. Failure to pay fines will result in the loss of test exemptions. On the third parking violation, the vehicle is subject to being towed at owner's expense and parking privileges being revoked for the remainder of the semester or year. The parking space so surrendered will be assigned to another student.

- SEE PARKING RULES for additional information – issued at time parking sticker is issued.
- The Bentonville Police Department and county law enforcement agencies have been given authority to enforce all traffic violations observed on school property.

(Board minutes 8/98)

BHS Security Officer will continue to ticket cars with the violation stickers. A copy is given to the student's assistant principal.. The students will be instructed to pay the fines in the book-keepers' offices during specific hours.

Proceeds from fines will be used for parking lot maintenance and improvements

PERFORMANCE GRADE REPORTS

- Quarterly grade reports are given to parent/guardian or student by their teacher or mailed.
- Student progress may be checked on-line. See BHS HOME PAGE section for instructions.

REMEDIATION

- Students taking the End of Course (EOC) exams in biology, literacy, Algebra I, and geometry who do not score Advanced or Proficient will be required to complete/participate in biology, math and/or literacy remediation courses and/or sessions during the next school year.
- The grade shown for the class completed will be shown as an "I" (Incomplete) until the remediation courses have been successfully finished.
- Students who fail to successfully complete the remediation requirements will not receive credit for the math, English, or Biology class being remediated.

REPEATING COURSES

- Only failed courses may be repeated.
- Students may repeat a failed elective course only once.
- Failed AP, IB or honors courses will be repeated as regular classes, if offered.
- Repeated course grades will be shown in place of the failed grade. The failed grade will be shown as "NC" (no credit).

SCHEDULE CHANGES

Students receive a printed copy of their course selections made during the CAP process Schedules are completed and handed out. At that time students may request a course only for the following reasons:

- To make up failed courses.
- Computer error, class that was not requested by student.
- Credit was earned for a course subsequent to CAP conference through summer school, correspondence course or other approved resource.
- SLC course missing in schedule.
- Student misplaced due to lack of prerequisite or background.

Students may submit a request signed by the parents for changes during the first five school days of each semester. Changes are made based upon the available space in the requested class and/or other

classes that may have to be moved for the change to occur. District procedure does not allow students to request specific teachers for any course or grade level. Students should not expect an elective course that was not requested at CAP conferences.

Students registering for year-long electives, honors/Pre-AP, or AP courses will be expected to remain in those classes for the entire school year. Exceptions at the beginning of the second semester may be made if **all** the following conditions have been met:

- A student has turned-in all homework assignments and taken all tests.
- She/he has sought extra help during seminar, before school, or after school.
- A parent/teacher conference has taken place to discuss this concern.
- In spite of these efforts the student has a D or F at the end of the first semester.

Students may not drop SLC classes or switch SLCs during the current school year.

SCHOLASTIC RECOGNITION

- Students who have earned local scholarship money will receive information from the donor at the scholarship assembly in May.
- Questions concerning scholarships may be directed to the Scholarship Office.

SEMESTER TESTS & EXEMPTIONS

- Semester tests will NOT be given before the scheduled testing time.
- Prior approval from the Principal's Office must be obtained before make up of any semester tests at the scheduled make-up date. Prior notification or a medical excuse is required to make up semester tests.
- Students who do not show up for a final exam at the scheduled time without prior notification will be considered truant. In this case the student will be required to take all semester exams the next semester in an alternate location.
- A student must be enrolled by 9/1 to earn test exemptions for the first semester and by 1/13 for the second semester.
- Students who know that they will be missing a semester test date will use any earned exemptions for these missed tests if possible.

Earning Exemptions

Students must meet the following conditions in order to use any exemptions:

- Not been assigned in-school suspension, out-of-school suspension, or Saturday school during the semester will earn ONE EXEMPTION (1 day bereavement allowed for death in the immediate family – see item 6 under attendance).
- Not been absent more than twenty (20) total class periods (this includes medical absences), including seminar, during the semester will earn ONE EXEMPTION.
- Has not been absent more than ten (10) total class periods (this includes medical absences), including seminar, during the semester will earn an ADDITIONAL EXEMPTION. **Note:** Any documented absences will be considered unexcused for test exemption purposes.
- No more than five (5) tardies total during the semester will earn ONE EXEMPTION.
- Any **senior** meeting all the above criteria will earn a FIFTH EXEMPTION.
- Seniors scoring proficient or higher on **all** End of Course (EOC) exams may earn ONE ADDITIONAL EXEMPTION (to be used either 1st or 2nd semester).

Exemption Eligibility

Students must meet the following conditions in order to use any exemptions:

- Does not have over 5 absences during the semester in the class in which the exemption is to be used.
- Students with a documented truancy absence in any class will take the class final.
- **Students with a truancy in seminar and/or service credit classes must take all semester tests.**
- Exemptions may not be used in classes where the student has 3 or more tardies in that class.
- Must pay all fees and fines (library, activity, book, etc.) by the deadlines posted on the BHS Master Calendar.
- Must have a 75 %(C) or higher semester average in the class in which the exemption is to be used to include AP classes.

- Students enrolled in AP Classes may use an exemption for the first semester test provided they meet the attendance criteria and have a 75% average in the class. If an AP student has a 75% average in the class and takes the College Board test for the subject area, taking the 2nd semester exam is not required.
- Lost, damaged, or destroyed exemption cards will not be replaced. Students who lose damage or destroy their exemption cards will take all semester tests.

Please remember that absences in the exemption policy include all absences except school business and approved college visit absences. The goal of the exemption policy is to encourage school attendance and support the practice that if students are in school, they have learned more information from participating in class than students who are absent. Additionally, Advanced Placement (AP) students must meet the 75% semester average, attendance and tardy rules explained in the exemption policy, and take the AP national exam to exempt the second semester final.

Minimum Testing Requirements

Freshmen – 5 tests first semester and 4 tests second semester.

Sophomore – 4 tests first semester and 3 tests second semester.

Junior – 3 tests first semester and 2 tests second semester.

Senior – 2 tests first semester and complete exemption second semester.

- Students are required to take a minimum number of 1st and 2nd semester tests regardless of the number of exemptions earned. Exemptions cannot be used for the following classes: Pass/Fail; drafting & design; Arch/CADD; ACE; forensics; choir; band; or other performance based class.
- Students taking final exams are expected to follow the posted final examination schedule for her/his classes. Failure to do so may result in a zero being posted for that test.

SEMINAR PROCEDURES

Objective: Students will study for tests, quizzes, and complete assignments during this period. Students have the opportunity to be tutored by their teacher for a specific class. Assemblies and essential meetings are held during seminar time as often as possible so as not to interrupt instructional time. Seminar is also considered to be the Supplemental Instruction Time (SIP) for AAA.

1. **No student is allowed to travel during seminar unless they have completed the following:**
   - **Turned in the completed and signed Student/Parent Handbook Verification Sheet.**
   - **Taken the Handbook Quiz and scored 100 % on the quiz as well as initialing any items that require student initials.**
2. **Students are expected to use the class period to study.** Therefore, they are expected to bring work with them to class. They may use this time to read newspapers, research, study, be tutored, write papers and complete assignments. (No passes to retrieve notebooks or texts)
3. **Student must have one of the following types of passes to travel.**
   - **general pass (issued by teacher, counselor, or administrator requesting student)**
   - **club pass (issued by the club/activity sponsor which includes the date, time, and location of the club/activity meeting)**

   No Pass – No Travel will be strictly enforced.. Students found in the hall without a pass will have travel privileges pulled for a minimum of 2 weeks and a maximum of a semester. This includes students who need tutoring to maintain eligibility.

   Students may obtain the general pass from the teacher at the time they have the class, before or after school. (Not during seminar)

   Students may not leave seminar to get a pass from another teacher.

   It is suggested that each teacher give students in her/his class an emergency pass so that students may use these at their discretion. (student working on assignment in seminar discovers he needs help and wants to go to her/his teacher - s/he already has a pass from that specific teacher)
4. Teachers, when you give a student a pass for seminar, fill out the pass completely with the appropriate time and give both copies to the student.
5. **No student may leave seminar until *the travel bell rings on Tuesdays and Thursdays*.** The first 15 minutes of seminar will be sustained silent reading. This gives everyone the opportunity to take roll and get signed out properly. Fridays are set aside for advisory.
6. On Tuesdays and Thursdays students may be free to travel after sustained silent reading.
7. All students must return to their seminar classes when the travel bell rings

8. Students must show their seminar pass with their school ID card in order to sign out for traveling. Please check. **NO ID, NO TRAVEL**
9. Students must then sign out on a sign out sheet for seminar indicating student's name, destination and time left seminar class and time returned.
10. Teachers must check students' seminar passes for time when they enter your class and then sign the pass when they leave.
11. Club meetings will be held during seminar. All members of a club must present their membership card for that club in order to leave seminar for a meeting. Teachers may email club sponsors if questions.
12. Hall monitors will assist in keeping students moving in the halls
13. Teachers may set their own guidelines for expected behavior in their seminar class.

CONSEQUENCES

Seminar teachers may use their own discretion in deciding whether to revoke travel privileges, give detention or refer to assistant principal.

SPECIAL EDUCATION CLASSES

- A student with more than 4 credits received in self-contained classrooms and resource rooms during her/his high school career will not be ranked.
- Grades received in self-contained classrooms and resource rooms will be figured on a 4.0000 system in determining eligibility requirement of grade point average in order to graduate.
- A 1.5000 GPA and 24 credits are required for graduation for the special education student unless the student's individual education plan (IEP) provides otherwise.

STUDENT ILLNESS

- **STUDENTS ARE FORBIDDEN TO SELF-MEDICATE AT SCHOOL WITH PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS.**
- If a student develops a temperature of 100 degrees or above, parents will be notified, and the student will be sent home. The school will not give medication to reduce the temperature, and allow the student to remain at school.
- If a student develops vomiting and/or diarrhea while at school, the student will be sent home.
- If a student is sent home with pink eye, he/she cannot return to school until he/she has been on antibiotic eye drops for 24 hours.
- Parents please do not medicate your child for an elevated temp, upset stomach, or diarrhea and send your child to school. If he/she requires medication to alleviate those symptoms, he/she needs to remain at home until the symptoms have resolved.
- Students need to be symptom free, i.e. no vomiting, diarrhea, or elevated temperature for 24 hours without requiring medication before returning to school.
- In the event that there is an emergency situation with a student and the parent/guardian cannot be reached, the school will call 911 and have the student transported to the Northwest Medical Center in Bentonville.
- **PLEASE CONTACT THE BUILDING NURSE AT 254-5109 OR 254-5186 IF YOU HAVE QUESTIONS REGARDING YOUR CHILD'S HEALTH AND SCHOOL ATTENDANCE.**

STUDENT ORGANIZATIONS

- Students making applications for leadership positions may be reviewed by a faculty advisory committee to consider the applicants' leadership and citizenship qualities.
- Applicants will be reviewed based upon the applicants' attendance records, tardy records, discipline and/or suspension records, and their GPA and other qualities exemplifying BHS students.
- Students who have deficiencies in any of the aforementioned areas may be prevented from running for an organization's office or attending off-campus trips and/or competitions.
- Student office holders must maintain these leadership and citizenship qualities to remain in their elected office during the school year.
- Each organization establishes guidelines for membership and participation as based upon the organization's constitution and board policy.
- Students will not be allowed to run or hold office in a school activity unless they have a 2.7500 GPA for presidency or 2.5000 GPA for all other positions. Officers who drop below the aforementioned GPAs will be given a warning and allowed four weeks to bring up her/his grades.

STUDENT PUBLICATIONS POLICY

Reference: A.C.A. 6-18-1201 – 1204

- Distribution of student publications on school property is not permitted, unless authorized by the principal.
- Publications for distribution need to be handled through the office of the principal prior to their distribution.
- Student publications include school-sponsored publications or classroom publications.
- All signs, posters, and other printed materials are to be stamped approved for posting by the principal before placement in the building.
- Student publications shall recognize that truth, fairness, accuracy, and responsibility are essential to the practice of journalism, and that the following types of publications by students are not authorized.
    1. Publications which are obscene to minors, as defined by state law;
    2. Publications which are libelous or slanderous, as defined by state law;
    3. Publications that constitute an unwarranted invasion of privacy, as defined by state law; or
    4. Publications that so incite students as to create:
        A. A clear and present danger of the commission of unlawful acts on school premises; or
        B. The violation of lawful school regulations; or
        C. The material and substantial disruption of the orderly operation of the school.

TECHNOLOGY POLICY BENTONVILLE PUBLIC SCHOOLS

SECONDARY SCHOOLS

- See Section 13: Technology Policies of the Bentonville School District Student Discipline Policy, subsection Student Access to Networked Information Resources – Secondary Schools.
- Technology violations will result in placement on step 4 of the step discipline plan unless the student is on a higher step.
- Students who abuse or misuse the school computers may have the following disciplinary actions taken as well:
    1. **1st offense – 30-day suspension of account; home folder contents may be completely lost.**
    2. **2nd offense – suspension of account for remainder of school year.**
    3. **3rd offense – permanent loss of computer privileges.**
- **The disciplinary action may include suspension and/or recommendation for expulsion.**
- **Discipline may be more severe depending on the infraction.**
- **Depending on the severity of the first offense, students in computer related classes who violate the computer use agreement may be allowed to complete their coursework using a restricted account.**
- **Where possible, students will be transferred to a non-computer related class.**

TERMS AND CONDITIONS FOR STUDENT USE:

- See the District Student Access to Networked Information Resources Board Policy in District Discipline Policy handout.
- The signature of students and parents/guardians to the verification sheet of this handbook signifies the parents/guardians and students agreement to abide by school policies regulating computer and network usage in Bentonville Public Schools.

TELEPHONE

- A telephone is available in the office for student use before and after school and at lunch..
- Cell phones are not to be used during class time except as directed by the classroom teacher for educational use.

TESTING CENTER

1. More than one test may be made up during seminar period. The student will ask the proctor for tests, one at a time. The teacher will post the approximate number of minutes allowed for the test on the test.
2. Students are encouraged to makeup tests within 2 seminar periods after an absence.

3. At 15 minutes before the end of the period, the proctor will call time. All tests will be turned in at this time. Students will then return to their seminar class.
4. Students taking tests in the testing center must sit as directed, facing the proctor, and with all books and notebooks off the table.
    - The testing center may be used to make up tests students have missed due to an absence.
    - The testing center will operate during seminar. The testing center is also open before school and monitored in ISS.
    - Any student abusing the testing center privilege will be subject to losing her/his seminar travel privileges for a time determined by the principal (usually for one week).
    - A teacher pass and student ID must be used as a pass to travel to the testing center. Honor Students can use their Honor's Pass.
    - Students should not underestimate the amount of time needed to complete tests in the testing center, especially if more than one test needs to be made up.

TEXTBOOKS

- Students are responsible for the care of textbooks issued to them.
- All books must have the student's name in ink on the inside of the front cover.
- Fines will be levied for the following offenses:
    1. Books having minor damage - $1.00 minimum.
    2. Lost or damaged books - replacement cost of books.

TRANSFERS AND WITHDRAWALS

- When a student moves or changes schools, the parent or guardian must complete the withdrawal process with the registrar in the North Counseling Center. An 18 year old student may complete the withdrawal process him/herself.
- To withdraw, students must have clearance on all textbooks, library books, locker/lock, and school-incurred fees and fines.

TRANSFER BETWEEN SCHOOLS

1. Any student transferring from a school accredited by the State Department of Education to another school accredited by the State Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education, shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

GRADES FOR TRANSFER-IN STUDENTS: Students who enter BHS after the beginning of a semester generally do not have grades with them. The general grading procedure:

1. If the student has been at BHS less than 4 weeks or half of the grading period, no progress report will be given to her/him.
2. If the student has been at BHS 4 weeks or more, a progress report will be given based on the work completed at BHS.
3. If a student enters during the second or fourth 9 weeks period, the same procedure as outlined above will be followed. The grade given will be a 9 weeks grade and not a semester grade. BHS must receive a transfer-in grade for the 1st 9 weeks or the 3rd 9 weeks in order for the student to receive a semester grade at BHS.
4. Students who enter BHS 10 days AFTER a semester has started and who have not been enrolled in school and/or brought a transfer-in grade from another school will not receive credit for that semester. That student may want to investigate night school in an effort to earn some credit for the semester.

GRADES FOR STUDENTS RETURNING FROM A FOREIGN EXCHANGE PROGRAM:

- All classes taken overseas during a foreign exchange program will be reported on BHS transcripts as "pass/no credit."
- They will not be used to calculate GPA, honors graduates, or class ranking.
- **Students returning from foreign exchange programs will not be ranked in their class.**

TRANSFERRING CREDITS FROM PRIVATE SCHOOLS:

- Credits and letter grades from accredited, private schools will be accepted.*
- A transferring student will be required to meet all Bentonville High School graduation requirements.
- Transferred courses from the private school that are in the BHS Core Curriculum (as shown in the Course Information Guide) or in the state's listing of core curriculum courses will receive letter grades and credit.
- Other courses will receive credit and "pass/no credit" grades.
- *When a question regarding accreditation of the private school is an issue, an accreditation review committee of BHS will determine whether or not credits/grades will be granted.

VISITORS

- Parents are welcome to visit our campus at any time. They are to report directly to the North Main Office for a visitor's badge.
- School personnel will assist parents in visiting any part of campus.
- Visitors need to make an appointment to conference with a teacher.
- Visitors may not visit classrooms during instructional time without permission and/or being accompanied by school personnel.
- BHS is a closed campus for the safety and security of our students.
- Students are not allowed to bring friends and/or have visitors (except parent/guardian) on campus.

DISCIPLINE POLICIES

- Each student shall be given a copy of this Parent/Student Handbook which includes Bentonville School District Student Discipline Policy.
- **After receiving the discipline policies, the parent/guardian is to sign the verification form in this handbook and the student is to return the signed form to her/his Seminar teacher during the first month of school.**
- Failure to return the form by the Friday after Labor Day may result in the loss of seminar travel privileges, after school detention and/or In-School Suspension Class (ISS).
- Any infractions occurring at school sponsored activities, on or off campus, will be handled as outlined in the step plan.
- **Dress code and other portions of the discipline policy apply at all times at school and at all school/extracurricular events.**

BEHAVIOR PENALTIES

- Effective discipline is a cornerstone of any educational endeavor.
- To successfully promote learning and to facilitate appropriate student behavior, we feel it our responsibility to have a plan of action, which focuses on changing defiant or aggressive student behavior.
- To meet this responsibility Bentonville High School expects the following:
  1. Each student to be responsible for her/his own behavior.
  2. Each student to know there are consequences for inappropriate behavior.
- The first time a student is removed from class by a teacher s/he may be placed into another appropriate classroom, into in-school suspension, into the district's alternative learning environment or returned to the same classroom.
- The second time a student is removed from the classroom by the same teacher during a 9 week grading period, the principal will keep the student out of the class until a conference is held for the purpose of determining the causes of the problem and possible solutions.
- The following individuals should be present at the conference: principal, teacher, school counselor, parent/guardian and if appropriate, the student. (A.C.A. 6-18-511)

DEFINITIONS AND GENERAL INFORMATION ON DISCIPLINE

ALTERNATIVE PLACEMENT

- When disciplinary actions have not corrected improper student behavior, a conference may be held for the purpose of discussing alternative educational placement.
- Alternative educational placement refers to placement other than regular day school classes. Examples: REAP; Alternative Classroom; Homebound, BHS Learning Center, or GATEWAY.

ANTI-GANG POLICY

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. It is therefore the policy of the Board of Education that gangs and gang activities are prohibited in the Bentonville Public Schools.

For purposes of this policy, a "gang" is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district. "Gang related or gang-like activity" includes, but is not limited to, the prohibited conduct set forth below.

No student on or in the vicinity of school property or at school related activities on or off school grounds shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang
- Engage in any act in furtherance of the interests of any gang or gang activity including but not limited to:
    - Soliciting membership in, or affiliation with, any gang
    - Soliciting any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
    - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property
    - Engaging in violence, extortion, or any other illegal act or other violation of school policy
    - Soliciting any person to engage in physical violence against any other person

"Wannabees" are groups of youth not affiliated with recognized gangs but who engage in gang-like activities and/or mimic gang behavior. "Wannabees" will be dealt with as gangs under terms of this policy.

In determining whether acts, conduct, or activities are gang related, school officials are encouraged to work closely with local law enforcement officials. Students who violate this policy shall be subject to the full range of school disciplinary measures, including expulsion up to one calendar year, in addition to applicable civil and criminal penalties.

BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated. Students who bully another person shall be held accountable for their actions whether it occurs in school, on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form. Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events. (Act 1437 of 2005)

Definition: Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children whether done in person, by written communication, or by use of any electronic device. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Additionally, 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 and present danger of physical harm to the individual or damage to the individual's property, substantial interference with the student's education or the school employee's role in education, a hostile educational environment for one or more students or the public school employee, or substantial disruption of the orderly operation of the school or educational environment. This applies to an electronic act, generally termed cyber-bullying, 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.

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.
11. Cyber-bullying (see Computer Policy)

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, a counselor, school resource officer, or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action on the step plan and could include 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: Act 681 of 2003

CELL PHONES

- Cell Phones may be used before school, between classes, at lunch, and after school.
- Cell Phone use during seminar is restricted to Honors Seminar students and ONLY when they are in the Commons area.
- Cell phones are not to be used during class time except as directed by the classroom teacher for educational use.

COPIES OF THIS POLICY SHALL BE AVAILABLE UPON REQUEST. Legal Reference: Act 681 of 2003

COMPLAINTS AND GRIEVANCES

- Whenever a parent/student has a problem in a class it should first be handled and addressed with the classroom teacher. Please call for an appointment with the teacher to conference or to discuss the issue.
- If a student and/or parent/guardian involved in a disciplinary ruling wishes to contest the decision, s/he must state her/his complaint in writing to the school principal.

- If the principal does not satisfactorily resolve the complaint, then an appeal may be made to the Director of Student Services..
- If the Director of Student Services does not satisfactorily resolve the complaint, then an appeal may be made to the superintendent..
- If the superintendent does not satisfactorily resolve the complaint, then an appeal may be made to the school board.

DETENTION HALL

- Detention hall is a supervised study period used primarily as a consequence for conduct infractions.
- Assignments to detention are not excused due to conflicts with jobs, activities, or transportation problems.
- Students should make arrangements through their assistant principal for a make-up date anytime they will miss an assigned detention.
- Misconduct during detention time will result in additional detention being assigned.
- Failure to attend detention will result in assignment to in-school suspension for insubordination.
- Tardiness to detention will result in an assignment to another day of detention.
- Morning detention meets from 8:00 – 8:45 A.M., Monday through Thursday.
- Afternoon detention meets from 4:00 – 4:45 P.M., Monday through Thursday.

EXPULSION

See **Section 8** of Bentonville School District Student Discipline Policy.

FELONIES OR OTHER VIOLENT CRIMINAL ACTS

Students who commit a felony or other crimes involving violence, notwithstanding the relation of any such offense to school grounds or activities, may have their educational placement changed to the alternative school or otherwise, if in the judgment of the administration, regular educational placement would be likely to adversely impact the operations of the campus or interfere with the educational opportunities of other students. Any such decision may be appealed to the superintendent.

FRATERNITIES/SORORITIES

- The state laws of Arkansas specifically prohibit student participation in any secret organizations, fraternities or sororities. These are not allowed.

GUIDELINES FOR STUDENT BEHAVIOR

1. Quiet and Order – An atmosphere of calm is essential to learning; quiet voices, gentle handling of books, chairs, and tables. Students are expected to conduct themselves appropriately. Disruption and/or interference with classes will not be tolerated. Students sent out of class for disciplinary reasons are to report directly to their respective principal in the main office.
2. Insubordination – Students are expected to follow the reasonable instructions and directions of the high school's staff. Students not following reasonable staff instructions are insubordinate. This includes the failure to serve detention assigned by staff members.
3. Threats – Threats are taken seriously and will not be tolerated. Students making threatening statements may be suspended for these actions. Students are encouraged to notify BHS staff when they have heard any type of threat being made against individuals, the school, or groups of individuals.
4. Care of School Property – Students are responsible for proper care of books, supplies, and furniture as well as the building itself. Students will be required to pay for school property that they damage or destroy and may also be subject to disciplinary action.
5. Being Prompt to Class – Students will be punctual to class with books and other necessary materials such as pencils, paper, and notebook, that are essential for class participation.
6. Prohibited Items – The following items are not allowed at school: firearms of any type or items which either are designed to or do look like firearms of any type, including toys; knives of any size or type; lighters; laser pointers; fireworks of any type; explosives of any type; tasers or stun-guns; chains; brass knuckles; any items designed or modified to be used as a weapon; drugs; look-alike drugs; drug paraphernalia, including specifically but not limited to any item used to smoke, snort, shoot, weigh, package, or otherwise handle, use or traffic in drugs; tobacco or look alike tobacco, whether

for smoking, chewing, dipping or other use; alcohol of any type; obscene or pornographic materials; skateboards; and walkie-talkies. The administration reserves the right to prohibit other items by giving appropriate notice to students.

7. Emergencies – Students should ask to be dismissed from class only in an emergency. Students who go to areas beyond those authorized by the teacher will be considered truant or skipping classes.
8. Conflicts – Differences between students should be handled in a positive manner. Students who believe that they have a conflict with another student that may lead to a physical or verbal altercation should see a principal, SRO (School Resource Officer) or counselor in an effort to find a safe, positive way to deal with the problem. Fighting at school will NOT be tolerated and will result in disciplinary penalties.
9. Stealing – This activity is against the law. Intervention by law enforcement officers is one way of dealing with such an offense. Students are encouraged to use their lockers to ensure the safety of their books and belongings.
10. Profanity – Language using profanity is not acceptable at any time.
11. Selling – Students are not permitted to sell any items at school without the principal's prior approval.
12. Closed Campus – BHS has a closed campus. Students may NOT leave campus after their arrival. Students who drive are to park their cars and get out at once and enter the building. Students may NOT return to the parking lot without permission from a staff member. Parents must physically report to the attendance clerk to check out their students for lunch and physically sign them back into school. Notes and/or phone calls are not accepted.
13. PDA – public display of affection is prohibited. Examples such as: kissing, hugging, grinding during dances. This list is not all inclusive.
14. Honesty – Students who do not tell the truth about their involvement in disciplinary incidents risk additional disciplinary penalties. **Cheating/plagiarism on classwork, quizzes, or tests will result in placement on the STEP plan at no less than Step 4, parents contacted by the teacher, and the assignment may recieve a zero grade.**
15. Food & Drinks – Food and/or drinks are not to be taken to classes or library area. Sunflower seeds are not allowed on campus.
16. Extracurricular Activities – Students attending extracurricular activities are subject to all school discipline policies. Infractions of the discipline policies may result in the student being banned from attending these types of activities for a period of time.
17. Dress Code – Students are expected to follow the dress code. See **Section 12** of the Bentonville School District Student Discipline Policy. Students are not to go bare-footed or in stocking feet at school because of fire code restrictions.
18. **MEDICATIONS – STUDENTS ARE PROHIBITED FROM SELF-MEDICATING AT SCHOOL WITH ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS. STUDENTS ARE PROHIBITED FROM HAVING PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS IN THEIR POSSESSION AT SCHOOL. (See MEDICATIONS section of the handbook)**
19. **Electronic Devices -** cell phones, pagers, or similar devices are to be out of sight and TURNED OFF during class time and detention periods.
    - Cell phones on silent or vibrate are not in compliance with this prohibition. Use of personal radios or tape/CD players, MP3s/IPODs/headphones and similar devices; personal digital assistants (PDAs)/IPhones or similar devices used to access the internet is also prohibited in the classroom except for educational use and as directed by the teacher. For student safety the use of ear phones or ear buds is not allowed in hallways or classrooms at any time.

IN-SCHOOL SUSPENSION class (ISS)(A classroom where students are isolated in study carrels for the day**)**

- Students may be removed from their classes for behavioral problems that are chronic or very disruptive.
- Students may be assigned to ISS for 1 - 10 days. RTC students may be assigned two ½-days of ISS to equal a day of ISS.
- In extreme cases and at parent/guardian request, the maximum time may be extended beyond 10 days.
- Students may be assigned out-of-school suspension (OSS) instead of ISS due to limited space at the center.
- Students spending time in ISS are not counted as being absent from school.

- Suspension from school will occur at the principal's discretion.
- A suspended student is not allowed on any school campus nor is attendance allowed at any school event or activity.
- The only exception to this would be attendance at night school or Saturday School.
- Should parents/guardians and the student decide not to accept ISS as a punishment, but choose OSS instead, the work missed will receive credit earned on the assignment.
- Students who refuse or choose not to comply with ISS rules and work requirements may be suspended out of school for the same number of days as assigned to ISS. Since this action will only occur due to choices made by the student, any work missed will be recorded as zeros by the teachers.

OUT-OF-SCHOOL SUSPENSION (OSS) (Students are sent home instead of being allowed to stay in school**)**

- OSS will be used to provide a safe and orderly school environment wherein a climate suitable for education exists.
- A suspended student is not allowed on any school campus nor is attendance allowed at any school event or activity.
- Completing work missed is encouraged and credit earned will be recorded.
- Students who are assigned OSS are not counted as absent for attendance test exemption purposes.

PROM DRESS CODE

- With modesty in mind the following rules apply:
- Dress for girls will not be cut below the bust line.
- Dress for girls can be backless as long as it is not cut below the navel.
- Midriffs will not be exposed.
- Dresses will not have a slit which exceeds mid-thigh.
- The dress for boys will be gender appropriate.
- Tuxedoes for boys are recommended but not required.
- As with any rules, we will be reasonable in our interpretation, but want you to know that if a student is dressed inappropriately the student **will be sent home.**

INFORMATION – TICKETS AND GUESTS

BHS prom, open to all juniors and seniors, is held each year on campus in month of April. Tickets may be purchased during lunch in the preceding weeks for $20.00 per person. After an initial ticket offering, prices increase to $30.00. Tickets purchased at the door are $40.00. Students are expected to follow BHS dress code and keep their shoes on at all times. All behavioral rules, including those regarding the use of alcohol and other drugs, are strictly enforced. Students interested in bringing a guest must submit a guest permission form in advance and purchase a guest ticket. Guests may not be older than 20 years of age. All students and guests are required to show photo identification upon entry.

REGIONAL ALTERNATIVE EDUCATIONAL PROGRAM (REAP)

- Educational program offered for students who have committed expellable offenses at BHS.
- The contact person for REAP may be reached at 479-986-0807.
- Failure to attend REAP by expelled students will result in students being expelled without receiving any credits.
- Bus transportation may be provided.

REPORTING SUSPECTED CHILD ABUSE

- The Bentonville School District #6 Board of Directors, in compliance with the Arkansas Child Abuse and Neglect Prevention law A.C.A. 9-30-101 - 109, hereby directs that any school employee who suspects that a child's physical or mental health and/or welfare has been adversely affected shall report those concerns to the Suspected Child Abuse/Neglect (SCAN) hotline (phone number 1-800-482-5964).

SEARCH AND SEIZURE

- Search of school property, such as lockers, etc. may be conducted upon reasonable suspicion at any time.
- In the assignment of school property to a student (lockers, desks, textbooks, etc.), the school retains the ownership of such property and the right to inspect or reclaim it.
- Administration may have police canine units used to conduct random searches of lockers, classrooms and parking lots.
- Canine units will not be used to search students.
- A search of students' vehicles may be conducted by administration if there is reasonable belief that a controlled substance, gun, or other contraband is present.
- Metal detectors may be used to make random searches of persons, clothing, purses, duffel bags, and book bags in an effort to keep our building safe.
- Students found to have in their possession or in their vehicles any type of illegal product/item risk disciplinary action by the school as well as legal prosecution.

SEXUAL HARASSMENT

- Bentonville High School is committed to providing a learning environment free from sexual harassment.
- Such conduct on the part of any student or staff member will not be tolerated.
- If the facts appear to support a sexual harassment complaint, immediate action will be taken, including but not limited to warning, discipline, suspension, or termination/suspension of the offending person.
- Forms of sexual harassment include, but are not limited to, the following:
    - Verbal harassment, including derogatory comments, jokes, requests or other unwelcome sexually oriented language.
    - Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, or impeding or blocking movement.
    - Visual harassment, including offensive and/or derogatory posters, cards, cartoons, graffiti, drawings, inappropriate electronic images, or gestures.
    - Any act which may be defined as sexual harassment, when perpetrated on another student or employee by any student or employee, will be treated as sexual harassment under this policy.
    - Any person who believes sexual harassment is occurring should immediately report the offensive conduct or communication to a BHS staff member who will report the incident to the BHS principal.
    - All complaints will be investigated and reported to the superintendent by the BHS principal.

STEP PLAN

- A student should receive a verbal warning from the teacher for the first minor infraction in the classroom and be recorded on a CRIB sheet.
- The second minor infraction will result in a teacher discipline action with parent notification.
- Teachers should refer the student to the principal with the third minor infraction using the Classroom Record of Inappropriate Behavior (CRIB) sheet for this purpose.
- A student who is issued two (2) student discipline reports for minor infractions from any one (1) teacher will be placed on Step 1 or next step for appropriate action on the next minor infraction.
- Once a student begins the Step process, he or she progressively moves up the steps of the discipline plan.
- The STEP PLAN is a year-long plan. It does not start over at semester or when a student moves out of district and back into district during the same school year.

  Steps

  1 Detention (1 day)**.
  2 Detention (2 days)**.
  3 Detention (3 days)**.
  4 Detention (4 days) or In-School Suspension Class (1 day).

5 In-School Suspension Class (1 day).
6 In-School Suspension (2 days).
7 In-School Suspension (3 days).
8 In-School Suspension Class (4 days).
9 In-School Suspension Class 5 days).
10 Out-of-School Suspension (10 days) and recommendation for involuntary transfer to alternative education program or expulsion.

**Failure to comply with the assigned discipline action will result in further action at the next level of the STEP PLAN. The aforementioned penalties are the minimum.

Minor infractions include, but are not limited to:

- Actions or misbehaviors interrupting a student's right to learn.
- Dress code violations. – non-step infraction.
- Excessive tardiness – SEE TARDINESS section under ATTENDANCE section. Non-step infraction.
- Failure to abide by other district, campus, or classroom rules and procedures , including specifically any limitations on dress, jewelry, or possession of prohibited items.
- Failure to abide by school rules at extracurricular or co-curricular activities.Inappropriate behavior as determined by the administration.
- Insulting others.
- No school ID. – non-step infraction.
- Obscene gestures or actions toward an individual.
- Unauthorized use (includes ringing) of any electronic communication devices at school during class time, such as cell phones, pagers, etc. is a discipline infraction resulting in a disciplinary consequence. The device will be confiscated. **ALL** electronic devices confiscated under this policy will **ONLY** be returned to a **PARENT**. Confiscated electronic devices will be held by the SRO in the north building. The 5th occurrence will result in placement on the Step Pan and ISS.
- Use of profane language that is not directed toward an individual.
- No hats or headcoverings in any building or on school premises during school days/hours.

Serious infractions are referred directly to the principal's office using the CRIB sheet. Serious infractions which will result in the student being placed on Step 4 as a minimum, include, but not limited to:

- Actions or activities relating to gangs, fraternities, sororities, or secret societies.
- Altering records (electronic or hard copy), academic integrity/plagiarism, or forging a signature.
- Any violation warranting removal from the school setting for the safety of the students or others.
- Assault of other students.
- Assault of school personnel.
- Clothing or possessions smelling of marijuana (minimum 1 day OSS).
- Computer violations.
- Ejection or removal from extra-curricular activity (may not attend any future activities).
- Extortion or blackmail.
- Failure to serve detention.
- Fighting – a minimum of 5 days suspension (typically 3 OSS & 2 ISS)
- Fighting – students who go to a pre-determined destination to watch a fight. (Minimum of 3 days ISS).
- Gambling.
- Gay bashing or other anti-gay activities.
- Hazing, harassment, or bullying.
- Improper use of aerosols.
- Inappropriate behavior as determined by the administration.
- Insubordination or defiance of authority of school personnel.
- Laser light pointers – they will be seized and not returned, see A.C.A. 6-18-512.

- Leaving class/campus without school permission which includes before school and during school hours.
- Lying or exaggerating the truth.
- Major group student disruption.
- Possession, smoking, or use of tobacco products, to include matches and/or cigarette lighters, in any form at any school related or school sponsored activity on or off school property. (Minimum penalty of 2 days ISS)
- Possession or use of pepper spray.
- Possession or use of stink bombs.
- Possession, usage, or distribution of electronic or published material that is pornographic or obscene or which threatens others or incites others to violence (pornographic is defined as explicit depiction or description of sexual acts).
- Profanity directed at an individual.
- Racial, religious, ethnic or demeaning statements or acts directed toward one or more person(s).
- Serious acts of disobedience or disorderly conduct.
- Sexual harassment.
- Theft.
- Threats to students or staff members.
- Truancy.
- Vandalism.

Infractions listed below will result in an immediate 10-day suspension from school and may also include a recommendation for expulsion. They include but are not limited to the following infractions:

- Possession or use of firearms or look-alike firearms (including toy firearms).
- Possession or use of fireworks or other explosive devices.
- Possession, use, sale, or being under the influence of methamphetamines, cocaine, barbiturates, ecstasy, amphetamines, speed, marijuana, or any other controlled substance or look-alike controlled substances – see Section 9 of Bentonville School District Student Discipline Policy.
- Possession or use of drug paraphernalia, including specifically but not limited to any item used to smoke, snort, shoot, weigh, package, or otherwise handle, use, or traffic in drugs.
- Possession, use, sale, or being under the influence of alcohol – see Section 9 of Bentonville School District Student Discipline Policy.
- Rioting, group disobedience, or group disturbance.
- Tampering with or setting off a fire alarm.
- Inappropriate behavior as determined by the administration

DISCLAIMER

These policies, regulations, and procedures are subject to change without notice by the administration. No attempt has been made to include every detail of the Bentonville High School experience as it goes beyond the scope of this handbook to describe it all.HANDBOOK COMMITTEE 2011-2012

Jenny Fox	School Nurse
Bailey Lane	Student
Hannah Gibson	Student
George Radell	Counselor
Shawn Russell	Teacher
Shirley Coleman	Administration
Christi Silano	Teacher
Melanie Taylor	Parent
James Swim	Administration
Elisse Davis	Student
Steve Vera	SRO
Lisa Betz	Parent

Reviewed by board of education on March 27, 2012

DISTRICT POLICIES

The Arkansas Department of Education requires that certain district policies be communicated to parents and students annually via the student handbook. This section includes those policies Bentonville Public Schools is required to communicate to parents. Your signing the signature page in this student handbook is required documentation that verifies the District has communicated these policies to you.

ATTENDANCE

Code: S.2.3	Date Issued:	05-22-07
	Date Revised:	06-15-09
	Review Date:	09-12-11

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

ELEMENTARY & MIDDLES SCHOOLS (K-6)

Students shall not be absent, as defined in this policy, more than 10 times in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable times for the semester. Notification shall be by telephone by the end of the following school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis may be subject to a civil penalty as prescribed by law, and a FINS (Family in Need of Services) petition shall be filed with the court.

Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
3. For purposes pre-approved by the school administration such as, to obey a subpoena, or to attend an appointment with a government agency;

Legal References: A.C.A. § 6-18-209
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229

A.C.A. § 6-27-113
A.C.A. § 7-4-116
A.C.A. § 27-16-701

HANDBOOK PROCEDURES

- Students are allowed 10 absences per semester for ANY reason including medical.
- A FINS petition shall be filed on the 11th absence.
- Parents/students may apply for a waiver to his/her assistant principal for two additional absences.
- Final determination concerning the filing of a FINS petition due to excessive absenteeism resides with the Absence Review Committee.
- Documentation of absences is to be provided at the time of the absences to be considered by the Committee.
- Excessive medical absences over 10 will not be automatically granted.
- Students having medical conditions that require multiple days out-of-school, need to furnish documentation to his/her assistant principal during the semester at the time of the absence and NOT at the end of the semester.
- Absences that do not count against the allowable number of absences:
  - School business;
  - Visit his/her parent or legal guardian who is a member of the military and been called to active duty; is on active duty; or has returned from deployment to a combat zone or combat support posting (This does not include siblings of the student.);
  - To obey a subpoena;
  - To attend an appointment with a government agency.

SECONDARY SCHOOLS (7-8)

Students shall not be absent, as defined in this policy, more than 10 times in a given course in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable times for the semester. Notification shall be by telephone by the end of the following school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis may be subject to a civil penalty as prescribed by law, and a FINS (Family in Need of Services) petition shall be filed with the court.

Students with 11 absences in a course in a semester shall not receive credit for that course. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;

2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency ;

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Legal References:
A.C.A. § 6-18-209
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229
A.C.A. § 6-27-113
A.C.A. § 7-4-116
A.C.A. § 27-16-701

HANDBOOK PROCEDURES

- Students are allowed 10 absences in a class period per semester for ANY reason including medical.
- Students lose credit on the 11th absence in a class period.
- Parents/students may apply for a waiver to his/her assistant principal for two additional absences.
- Final determination concerning the pulling of credits and the filing of a FINS petition due to excessive absenteeism resides with the Absence Review Committee.
- Documentation of absences is to be provided at the time of the absences to be considered by the Committee.
- Excessive medical absences over 10 will not be automatically granted.
- Students having medical conditions that require multiple days out-of-school, need to furnish documentation to his/her assistant principal during the semester at the time of the absence and NOT at the end of the semester when credit is pulled.
- Absences that do not count against the allowable number of absences:
    - School business;
    - Serve as a page for a member of the General Assembly;
    - Visit his/her parent or legal guardian who is a member of the military and been called to active duty; is on leave from active duty; or has returned from deployment to a combat zone or combat support posting. Does not include siblings.;
    - To obey a subpoena;
    - To attend an appointment with a government agency.
    - Students must be in attendance for a full school day to participate in after school activities.

SECONDARY SCHOOLS (9-12)

Students shall not be absent, as defined in this policy, more than 10 times in a given course in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable times for the semester. Notification shall be by telephone by the end of the following school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis may be subject to a civil penalty as prescribed by law.

Students with 11 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency ;

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Legal References
A.C.A. § 6-18-209
A.C.A. § 6-18-220
A.C.A. § 6-18-222
A.C.A. § 6-18-229
A.C.A. § 6-27-113
A.C.A. § 7-4-116
A.C.A. § 27-16-701

HANDBOOK PROCEDURES

- Students are allowed 10 absences in a class period per semester for ANY reason including medical.
- Students lose credit on the 11th absence in a class period.
- Parents/students may apply for a waiver to his/her assistant principal for two additional absences.

- Final determination concerning the pulling of credits due to excessive absenteeism resides with the Absence Review Committee.
- Documentation of absences is to be provided at the time of the absences to be considered by the Committee.
- Excessive medical absences over 10 will not be automatically granted.
- Students having medical conditions that require multiple days out-of-school, need to furnish documentation to his/her assistant principal during the semester at the time of the absence and NOT at the end of the semester when credit is pulled.
- Absences that do not count against the allowable number of absences:
  - School business;
  - Approved college visits (see Parent/Student Handbook for number allowed);
  - Participation in an FFA, FHA, or 4-H sanctioned activity;
  - Participation in the election poll workers program for high school students;
  - Serve as a page for a member of the General Assembly;
  - Visit his/her parent or legal guardian who is a member of the military and been called to active duty; is on leave from active duty; or has returned from deployment to a combat zone or combat support posting. Does not include siblings.;
  - To obey a subpoena;
  - To attend an appointment with a government agency.
  - Students must be in attendance for a full school day to participate in after school activities.

ATTENDANCE

WAIVER FROM MANDATORY ATTENDANCE REQUIREMENTS FOR GRADES 9-12

Code: JBAB

Date Issued: 3-19-07
Date Revised:
Date Review:

The superintendent shall have the authority to grant a waiver, on a case by case basis, to any student who would experience "proven financial hardship" if that student is required to attend the full school day. For the purpose of this policy, "proven financial hardship" is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family.

Legal References: A.C.A. 6-18-210, 211

Date Issued: 08-18-03
Date Revised: 06-28-11
Review Date:

BULLYING

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

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

Definitions:

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

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct or an egregious single act relating to another person's constitutionally or statutorily protected status that causes or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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

1. Sarcastic comments or "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to a person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy, is also a form of bullying, and/or
12. Teasing or name-calling.

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, are required to report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying,

or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students found to be in violation of 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 all schools, school handbooks, and on the district web site.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514

CONCURRENT CREDIT

Code: IHG

Date Issued: 1-18-93
Date Revised: 5-18-09
Date Review:

An act to provide that high school students who are enrolled in college courses will receive both high school and college credit for the courses; and for other purposes."

1. This program will be available to freshmen, sophomores, juniors, and seniors.
2. A parent conference will be held with every student who wishes to enroll in a college course for concurrent credit. The parent will sign a permission slip agreeing to be responsible for tuition and transportation. The parent will also assume the responsibility of the student when he/she is not on a Bentonville school campus.
3. A senior taking concurrent credit courses must be on the high school campus for three courses. A junior must be on campus for four courses. Freshmen and sophomores must be on campus seven courses.
4. Students must attend consecutive courses at High School. For example--A student may take concurrent credit courses in the morning and attend BHS in the afternoon or attend BHS in the morning and take concurrent credit in the afternoon.
5. Courses taken in the summer and at night may count as concurrent credit.
6. Students taking concurrent credit courses must furnish proof of enrollment at the college or university to BHS during the first two weeks of the semester.
7. A student taking concurrent credit courses may not elect to drop them and re-enroll at the high school after the first two weeks of a semester.
8. For concurrent courses to fulfill a High School graduation requirement, the concurrent credit course must be placed on the student's BHS transcript and will count toward GPA and class ranking. Other concurrent credit courses not required for graduation will not be placed on the transcript.
9. Students electing to take a concurrent credit course at the University of Arkansas must have a 3.5 cumulative GPA. Students electing to take a concurrent credit course at NWACC must have a 3.0 GPA.
10. Each three-hour course will count as 1/2 unit of credit if it meets graduation requirements.
11. Students must still meet all graduation requirements.
12. It will be the student's responsibility to inform the college to send the final grade and credit to High School.
13. Students will not be awarded concurrent credit for duplicate courses. (example: English IV and Freshman English.)

Please work with your counselor to make sure that all procedures are followed.

Legal References: A.C.A 6-18-223

DISCIPLINE

Code: JD

Date Issued: 8-16-77
Date Revised: 3-24-03
Date Review: 7-19-06

Section 1: Introduction

The Bentonville School District realizes that effective student discipline can best be achieved and maintained through the cooperative efforts of parents, educators, students, and other community members. Each has a right to expect a wholesome atmosphere that is conducive to learning. Such a climate can best be created where efforts are made to move students toward responsible self-discipline. The district will not allow a small percentage of students to disrupt the learning activities of the school, to place themselves or others at risk, or to bring discredit to the school and community.

The school has a responsibility to inform students of their rights and responsibilities; students are responsible for knowing and abiding by the rules and regulations of the school; parents are responsible for helping their children understand the policy. All students and parents will be provided copies of this policy and will be required to indicate in writing their receipt of the policy. The school district is responsible for providing appropriate training to students and staff in order to reduce the occurrence of disciplinary incidents and to provide for the productive resolution of conflict when it does occur.

Section 2: Behavioral Standards

All students of the Bentonville School District shall comply with the rules and regulations, pursue the required courses of study, and submit to the reasonable directions or commands of all school personnel. Students are expected to conduct themselves at all times (at school, at school activities and events, and traveling to and from school) in a manner which brings credit to their community, their school, their family, and to themselves.

Section 3: Consequences of Inappropriate Behavior

The Bentonville School District believes that penalties for violations of the Behavioral Standards indicated in Section 2 of this policy should be fairly administered and appropriate to the particular violation (or cumulative violations, in the case of a student who repeatedly misbehaves). The following interventions are available to school personnel; however, nothing in this policy is intended to require that a less severe intervention be used prior to the use of any other intervention. School personnel are expected to choose the particular intervention which they believe to be most appropriate for a specific student who has committed a specific offense. While the following corrective measures are approved by the Board, staff members are expected to treat all students with courtesy and respect, to reward good behavior, and to maintain positive approaches in helping students develop acceptable patterns of behavior.

- Conference between the teacher, the student, and/or the parent/guardian
- Loss of privileges
- Referral to building administrator
- Referral to other school personnel (counselor, nurse, etc.)
- Referral to out-of-school personnel (physician, psychologist, law enforcement personnel, etc.)
- Detention
- In school suspension
- Out of school suspension
- Other alternative placement
- Expulsion

In accordance with the provisions of Arkansas Code 6-18-502, the following minimum and maximum penalties are prescribed for the indicated offenses:		
Offense	**Minimum Penalty**	**Maximum Penalty**
Assaulting or threatening to assault or abuse any student or school employee	1-10 day suspension	Expulsion for 1 calendar year
Using an electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons	Warning	Expulsion for 1 calendar year
Possession of any firearm, knife, club, explosive and/or incendiary device, taser or anything that could be used as a weapon as defined by Arkansas law or look-a-like weapons	1-10 day suspension	Expulsion for 1 calendar year
Possession, transfer, use of tobacco or tobacco products	2 days in school suspension	Expulsion for 1 calendar year
Possession, use, being under the influence, offering for sale or transferring any beverage containing alcohol	10 day suspension	Expulsion for 1 calendar year
Possession or transfer of drug related paraphernalia as defined by Arkansas law	10 day suspension	Expulsion for 1 calendar year
Possession, use (including being under the influence of a drug), offering for sale, or transferring of a controlled substance and/or drugs as defined by Arkansas law	Expulsion up to one semester	Expulsion for 1 calendar year
Possession, use or distribution of prescription medication (prescribed to the student) without authorization from the school nurse	Warning	Expulsion for 1 calendar year.
Possession, use or distribution of non-prescription medication	Warning	Expulsion for 1 calendar year
Possession, use, being under the influence, offering for sale, or transfer of drug look-a-like products or analogs	10 day suspension	Expulsion for 1 calendar year
Possession, use, being under the influence (inhaling) products such as solvents, aerosols, nitrates, or anesthetics which are not manufactured for the purpose of inhalation	10 day suspension	Expulsion for 1 calendar year
Willfully or intentionally damaging, destroying, or stealing school property	1 day suspension with restitution	Expulsion for 1 calendar year

Having the intent to engage in an activity prohibited by these rules is also an offense under these rules. This includes taking a substantial step toward engaging in an activity which is prohibited by these rules or engaging in an activity which does not violate these rules, but which would violate these rules if the facts were as the student believed them to be at the time the student engages in the conduct. Having the intent to engage in an activity prohibited by these rules may subject a violator to the same level of punishment as would apply for the offense itself.

In addition to the offenses listed above, the school district authorizes minimum and maximum penalties for the major and minor violations of the Behavioral Standards as indicated below:

Offenses	Minimum	Maximum
Minor Offenses: Detention violation, digital electronic devices, display of affection, distribution of unapproved petitions or other printed matter, dress code violation, failure to identify, gambling, tardy, unauthorized possession of laser pointers/lights, violation of established school or classroom rules and regulations which may not be expressly listed in this policy, and other disruptive behavior	Warning	Expulsion for 1 calendar year (if part of a pattern of persistent misbehavior)
Major Offenses: Arson, assault and/or battery of another student, bullying, cheating/ plagiarism, disrespect, extortion, fighting, fireworks, gang related activities, harassment/hazing, indecent exposure, insubordination, mob action, profane or obscene language or gestures, sexual harassment, sexual misconduct, theft, truancy, vehicle violations, violation of any statutory or constitutional regulations, and other disruptive behavior.	*Detention	Expulsion for 1 calendar year

***Denotes minimum penalties which K-6 schools may use as alternative consequences from Section 3.**

Insult or Abuse of Teacher (Arkansas Code 6-17-106)

(a) Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars ($100) nor more than one thousand five hundred dollars ($1500).

(b) Each school district shall report to the Department of Education any prosecutions within the school district under this section.

Section 4: Progressive Discipline

Discipline of students will be progressive based upon a student's disciplinary history. This is reflected in the secondary schools' step program described above for minor infractions as described earlier in this handbook... This principle will also apply to infractions which are not minor. For example, a first violation may result in a ten day in school suspension, with a second violation resulting in an expulsion for one semester, and a third violation resulting in an expulsion for two semesters. The example provided should not be considered mandatory or binding in all cases. The punishment for an initial violation may be greater than, up to and including expulsion, based on the circumstances of the particular violation. Similarly, the District also reserves the ability to impose a lesser punishment based on the circumstances of a particular violation or of a particular student.

Section 5: Confidentiality

Disciplinary actions as outlined in this policy will not be placed in a student's permanent record and will not be divulged to unauthorized personnel.

Section 6: Discipline of Disabled Students

A disabled student, as defined in state standards, who engages in inappropriate behavior is subject to normal disciplinary rules and procedures, provided the student's right to a free and appropriate public education is not violated.

The individualized education plan (IEP) team for a disabled student should consider whether particular disciplinary procedures should be adopted for that student and included in the IEP.

Section 7: Suspension

The principals or assistant principals of the Bentonville School District may suspend any student from the school for violation of the District's discipline policies or other good cause, for a period not to exceed 10 consecutive school days. Any suspension must conform to the following due process guidelines:

A. Prior to any suspension, the student will receive an explanation of the intended suspension and shall be given reasonable opportunity to present information which might argue against suspension.

B. The school will attempt to notify the student's parent or legal guardian of the suspension and shall indicate how the student is to leave the school.

C. Written notice of any suspension shall be hand delivered or forwarded to the student's parents or guardians as soon as possible at the best known address for them. Such notice shall include a statement of the reasons for and conditions of the suspension.

D. Parents may appeal suspension decisions to the building principal.

E. If the principal upholds the suspension, the parent may make a second appeal to the Director of Student Services.

F. If the Director of Student Services upholds the suspension, the parent may make a third appeal to the Superintendent.

G. At each level of appeal, the person or group hearing the appeal may affirm, revoke, or alter the decision made at the previous level.

H. Procedural due process, as defined by statutes and court decisions, will be followed at all stages of the suspension process.

I. If a suspension is a result of student actions which may be in violation of the law, appropriate information will be forwarded to legal authorities.

J. If a student under suspension transfers to another school, information regarding the suspension will be sent to that school upon request.

Section 8: Expulsion

Expulsion is the most severe disciplinary consequence that can be given to a student. Expulsion will be recommended when a single behavior incident or a cumulative group of incidents warrant it, or when the student's behavior is continually disruptive to the learning environment. Before the BOE would impose an expulsion, the student, the student's parents, and the student's representatives would be afforded an extensive due process procedure. This due process procedure would include, but is not limited to:

- An informal hearing by the building administration
- A short term suspension (not to exceed 10 days)
- A formal expulsion hearing by the building administration (during days 1-5 of suspension)
- Expelled students may enroll at the Regional Educational Alternative Program (REAP) immediately (High School Students only)
- Failure to attend REAP will result in formal expulsion by the BOE
- Expelled students may appeal the expulsion to the Director of Student Services (student must appeal before the original 10 day suspension expires)
- The appeals process

The right to appeal all decisions is available at the following levels:

- First Level – Director of Student Services (which will include a hearing before the District Administrative Hearing Team)
- Second Level – Superintendent of Schools
- Third Level – Board of Education

After all of these procedures and appeals have been exhausted, only then would the Superintendent recommend expulsion to the BOE for official action to be taken.

Section 9: Alcohol and Drugs

The Bentonville School District is committed to providing drug free schools where students and staff can be safe and proud of their environment and workplace. The possession, use, sale, or distribution of alcohol and drugs on our campuses threatens the health, welfare, and safety of all who work and attend

school in our buildings and walk our grounds. Our basic education mission can be adversely affected by the impact of alcohol and drugs.

Therefore, it shall be the policy of the Bentonville Public Schools that the possession, use, sale, distribution, manufacture, or being under the influence of alcohol or drugs on or in any school premises or while involved in any school activity is strictly prohibited. For purposes of this policy, drugs will include illegal drugs, use of prescription drugs in violation of the law or school policy, use of over-the-counter drugs in violation of the law or this policy, or controlled substance analogs*. Additionally, possession, sale, transfer, or use of drug paraphernalia, including specifically but not limited to any item used to smoke, snort, shoot, weigh, package, or otherwise handle, use or traffic in drugs is strictly prohibited.

*An analog is a substance which has a stimulant, depressant, or hallucinogenic effect on the central nervous system that is similar to the stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance. This includes, but is not limited to, K2, spice, genie, and zohai.

Students of the Bentonville School District are subject to discipline for violation of these rules from the time they leave for school (or a school sponsored or related activity) to the time they return home from school (or the activity), whether on school grounds or otherwise, to the extent such violation interferes with the ability of the school to maintain discipline or otherwise accomplish its mission. Students may also be subject to discipline for violation of these rules if their actions at any time violate these rules and interfere with the ability of the school to maintain discipline or otherwise accomplish its mission.

All medications, prescription and non-prescription, must be registered with and kept in the nurse's office. It is the responsibility of the parent/student to register all medications in the school nurse's office. Students of the Bentonville School District who possess, use, sell, distribute, manufacture, or are under the influence of any form of medication, other than in compliance with the procedures established for such medications, while on school property, including buses, and at school sponsored activities, are in violation of school policy and shall be subject to discipline.

For those who violate this policy, disciplinary sanctions will be stern. This may, and likely will, include suspension and expulsion. In addition, a parent/guardian conference will be required and the police may be notified.

Section 10: Tobacco

It is not permissible for a Bentonville student to use or have in his/her possession tobacco, tobacco products, lighter or matches. All such tobacco products will be confiscated from the student.

When students violate this regulation, the penalties as shown in Section 3 will be applied.

There will be a conference with the student and parent notification.

Section 11: Attendance

In keeping with the Bentonville Public Schools mission statement that all children can learn, we believe that all students benefit from regular school attendance. Students need to be present every day for instruction during regular school hours. Research shows that excessive absenteeism and/or tardiness affects a student's academic performance. Students have the responsibility to maintain prompt regular attendance in school. Parents/guardians have the responsibility to require student attendance and to familiarize themselves with policies pertaining to the educational program of the school and rules regarding student attendance.

Section 12: Dress Code

Students shall not practice a mode of dress, style of hair or standard of personal grooming which will present a health or safety hazard or cause disruption or disturbance to the educational process. The following dress code is prescribed for all students, grades K-12:

Students will ***not*** be permitted to wear:

- *Tube tops, spaghetti strap tops (strap must be minimum of 2 inches wide), tank tops, cut-off T-shirts, midriff shirts/blouses, netted shirts, muscle shirts, cut-offs (pants) or ragged jeans.*
- *Shirts, hats, buttons, etc. displaying obscene or inappropriate printing; or advertising of alcohol, drugs, or tobacco products, either explicit or implied.*
- *Offensive clothing and offensive writings and drawings on the body, books and clothing*
- *Rips, tears, or holes in clothing must be below the student's fingertips when arms are fully extended toward the knees and shoulders are relaxed.*

- *Short shorts or dresses/skirts, including splits, must extend below the student's fingertips with shoulders relaxed.*
- *Head coverings worn during the school day in the building.*
- *Sunglasses unless medically required.*
- *Clothing which sags (the waistband of pants, shorts, skirts, or jeans must be above the hip bones).*
- *Clothing which shows underwear or lack thereof when doing normal school activities.*
- Costuming for middle school, junior high, and high school students is not permitted unless authorized by the campus administration.
- Rolling or wheeled shoes.
- Pajamas or any other sleepwear.

The final decision regarding wearing apparel will be at the discretion of the principal.

See Bentonville Anti-Gang Policy for further dress prohibitions.

Section 13: Technology Policies

- Technology violations will result in disciplinary consequences. At the Secondary level the student will be placed on Step 4 of the discipline plan unless the student is on a higher step.
- Students who abuse or misuse the school computers may have the following disciplinary actions taken as well:
  1. 1st offense – 30-day suspension of account; home folder contents may be completely lost.
  2. 2nd offense – suspension of account for remainder of school year.
  3. 3rd offense – permanent loss of computer privileges.
- The disciplinary action may include suspension and/or recommendation for expulsion.
- Discipline may be more severe depending on the infraction.
- Depending on the severity of the first offense, students in computer related classes who violate the computer use agreement may be allowed to complete their coursework using a restricted account.
- Where possible, students will be transferred to a non-computer related class.

INFORMATION TECHNOLOGIES ACCEPTABLE USE POLICY FOR STUDENTS

TERMS AND CONDITIONS FOR STUDENT USE

The signature of the student and parent/guardian to the verification sheet of this handbook signifies agreement to abide by school policies regulating computer and network usage in Bentonville Public Schools. In addition, the signature of the parent/guardian grants explicit permission for the student to use the school provided Internet service.

STUDENT ACCESS TO INFORMATION TECHNOLOGY RESOURCES

Bentonville Public Schools provides technology for student use including computer hardware, computer programs, printers, storage devices, electronic mail, and the Internet. Students must use appropriate behavior and abide by all policies, practices, procedures, regulations, and guidelines when using district technology. Unauthorized use of personal technology utilizing district resources is prohibited.

During the school day, teachers will monitor and guide students in the appropriate legal and ethical use of technology. To the extent practical, Internet filters shall be used to block or filter internet, or other forms of electronic communications and access to inappropriate information. As a school district, we solicit the support of parents in the enforcement of this policy.

Students are expected to utilize technology for appropriate educational experiences. Technology should be considered one additional tool for students and educators to increase learning. Students working with technology must have appropriate behaviors that will not hamper the use of technology by the other students or professional personnel in the school. Violations of this policy will result in disciplinary action as outlined in Bentonville Public Schools Discipline Policy and may also result in loss of computer privileges.

Users should not expect that files stored on district servers are private. Network administrators may review e-mail, file folders, and communication to maintain system integrity.

Bentonville Public Schools will not be responsible for unauthorized costs incurred by students, will not vouch for the accuracy of information obtained through the Internet, and will not be responsible for students' negligence or mistakes.

INTERNET SAFETY

Access to the electronic network includes the potential for access to materials inappropriate for children and minors. Bentonville Public Schools, either by itself or in combination with the State of Arkansas Department of Information Systems providing Internet access, will utilize filtering software or other technologies to prevent students from accessing materials/sites that are obscene, contain child pornography, or could be harmful to minors. Bentonville Public Schools staff will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites or in chat rooms and cyber bullying awareness and response. Bentonville Public Schools staff will also monitor the online activities of students, through direct observation, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Monitoring through technical means will only be used in special circumstances if it is necessary to track documented violations. If a user unintentionally visits an offensive or harmful site, he or she should bring this to the attention of the supervising teacher who should then report it to the district system administrator.

In using the computer network and Internet, students should not reveal personal information such as home address, telephone number, last name, or other information that might allow a person to locate the student without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or Internet without parents' permission.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. See the exception regarding "directory data" here: http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html

SOCIAL MEDIA

Students should be mindful of the information they post. Online behavior should reflect the same standards as those used for face-to-face communications. Deleted information may be stored and retrieved indefinitely. Information marked "private" rarely is, and may be forwarded easily. Ideas should be shared in a respectful manner. View online content, including social media, as an extension of the physical classroom or building. If it is not appropriate in the classroom or out in the open at school, it is not appropriate online.

VIOLATIONS

Violations of the technology policy will result in disciplinary action as determined by the building level administration in line with existing policies and procedures regarding behavior. Cyber bullying, or bullying with an electronic act, will not be tolerated by the Board of Education, and will be handled in compliance with the Bullying Policy (*insert cite).* Other violations may result in a loss of access to the electronic communications network, suspension and/or recommendation for expulsion, or referral to law enforcement agencies. In grades 7-12, the student will be placed on Step 4 of the discipline plan unless the student is on a higher step.

Students who abuse or misuse the school computers may have the following disciplinary actions taken as well:

- 1st offense – 30-day suspension of account; home folder contents may be completely lost.
- 2nd offense – suspension of account for remainder of school year.
- 3rd offense – permanent loss of computer privileges.

Depending on the severity of the first offense, students in computer related classes who violate the computer use agreement may be allowed to complete their coursework using a restricted account. Where possible, students will be transferred to a non-computer related class.

Users are expected to behave in a legal and ethical fashion that supports district education goals. The following will result in disciplinary action:

- Inappropriate use of copyright laws, including sharing of research materials
- Employing the network for commercial or personal gain or for illegal purposes
- Sending or displaying offensive pictures or messages containing harassing, obscene, profane or vulgar content
- Sharing or altering others' passwords or documents, including cafeteria id numbers

- Trespassing in others' folders, documents or e-mail
- Possession, distribution, or posting of magazines, books, electronic data, or printed material not appropriate for school
- Unauthorized installation of software or downloading of files on district computer equipment
- Use of e-mail or the Internet without teacher's permission
- Downloading files from the Internet without a teacher's permission
- Tampering with, damaging, or stealing computer hardware, peripherals, or software
- Intentionally wasting limited resources
- Revealing personal information about yourself or others
- Introducing viral or other destructive elements
- Identity theft
- Hacking
- Circumventing any security systems using district technology resources
- Generating, copying, or attempting to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any system
- Use or attempted use of district technology while access privileges are suspended or revoked

DISCIPLINARY CONSEQUENCES AND SANCTIONS – ALL SCHOOLS

1. Violations of the technology policy will result in disciplinary action as determined by the building level administration in line with existing practices regarding language or behavior.
2. Violations may result in a loss of access to the electronic communications network.
3. When applicable, referral to law enforcement agencies.

Section 14: Definitions

Arson: The setting of any unauthorized fire or the possession on any incendiary device anywhere on school property (including trash can fires)

Assault: Verbal or physical intimidation of, threats toward, or verbal abuse of a student or school employee (including verbal or physical harassment, hazing, or other activities intended to threaten, frighten, shame, or disgrace and including any harassment based on race, religion, ethnic origin, gender, or handicap) ***Reference Arkansas Code** 6-18-502

Battery: Any physical contact with a school employee if that contact is intended to intimidate, threaten, injure, or otherwise harm the employee ***Reference Arkansas Code** 6-18-502

Bullying: Any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. ***Reference Arkansas Code 6-18-415**

Cheating/plagiarism: Dishonest or other unacceptable efforts to improve a student's grade or to unfairly take academic advantage of the work of others; the use of someone else's words, wording, or ideas and claiming them as your own

Cyber-bullying – Use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student or a school employee

Days: School days, those days during which students are in attendance

Detention: A period of supervised confinement (before, during, or after school) used when student has committed relatively minor violations of the Standards of Behavior; limitations are typically placed on students' freedom to talk, move about, etc.

Detention violations: Failure to attend assigned detention or to comply with the rules and regulations established for detention

Digital Electronic Devices, etc.: Possession or use of such devices is prohibited unless specifically approved by the principal or when being used for an approved class activity

Display of affection: Physical contact between students which violates standards of propriety, good taste, or rules and regulations established by the school

Disrespect: rudeness, name-calling, inappropriate gestures, or other actions intended to show lack of respect for any student or school employee

Disruptive behavior: any interference with the proper conduct of a school, a school activity, an individual class; bomb threats; false alarms; attempts to prohibit or discourage attendance by others at school or a school activity; attempts to encourage others to violate school rules or policies; and refusal to identify others engaged in unlawful or disruptive acts or to otherwise fail to divulge information regarding such acts

Emergency: Any situation in which the safety of one or more people is threatened or in which the school's mission to educate students is compromised

Expulsion: Removal of a student from all contact with the school for a period greater than 10 days

Extortion: Subjecting another person to verbal or physical threats (stated or implied) in an effort to obtain money or other materials or services of value

Failure to identify: Refusal to provide proper identification, or providing false identification, to any school employee

Fighting: A disagreement between two or more students which leads to physical contact; unless school officials can establish that one or more students involved did nothing to provoke the disagreement and attempted to avoid the conflict, all students involved will be held equally accountable

Fireworks: Possession or use of any explosive or decorative pyrotechnic device on school property or at a school activity

Gambling: Games of chance conducted at school or at a school activity (except as a part of regular classroom instruction) where money or other valuables may be won or lost

Gang-related activities: Any violation of the Bentonville Anti-Gang/violence policy

Harassment/hazing: Annoying, ridiculing, or humiliating another person by words or actions

Indecent exposure: Clothing (or lack of clothing) which exposes the body in an immodest manner which does not meet common standards of decency and good taste

In School Suspension: (ISS) An alternative program where students may be temporarily assigned (1-10 days) for disciplinary violations which are more serious or chronic in nature and which make it advisable to temporarily remove the student from the regular school setting; students assigned to In School Suspension will be counted present and will be required to complete all regular school work

Insubordination: Willful and intentional refusal to obey any reasonable request from a school employee

Look-alike (drugs, weapons, etc.): Legal substances or objects which appear to be, may be mistaken for, or are represented as substances or objects which, if authentic, would be prohibited at school or at school activities

Mob action: Two or more students attacking or threatening a single student; two or more students acting "as one" to break rules, disrupt the school, etc.

Paraphernalia: articles used in a given activity; equipment (drug paraphernalia: articles used in any drug related activity)

Possession: A student will be considered "in possession" of drugs, alcohol, weapons, or other prohibited materials if such items are on the student's person or in the student's locker, desk, automobile, or other storage area

Profane or obscene language or gestures: Language or gestures (directed at students or adults) which violate common standards of decency and good taste

Petitions and other printed matter: Distribution of printed materials not approved in advance by the principal (Note: the principal's sole basis for denying such distribution will be a sincere belief that possession or distribution of the materials will cause substantial disruption of school activities because of obscene or libelous language, personal attacks, or the method or time of distribution.)

Sale (of illegal substances): Selling or offering to sell any illegal substance or look alike substance

School employee: Any person employed by or otherwise providing services to the school, including student/intern teachers and school volunteers

Sexual harassment: Any unwanted and unwelcome sexual behavior (physical or verbal). Examples can include: petting, pinching, grabbing, indecent gesture, sexual remarks, jokes, innuendoes, photographs, illustrations, cartoons, or making someone the target of sexual rumors

Sexual Misconduct: Any act of sexual gratification involving the touching, directly or through clothing, of the sex organs, buttocks, or anus of a person or the breast of a female. *** Reference Arkansas Code 5-14-101**

Suspension (out-of-school) OSS: Temporary (1-10 days) removal of a student from all contact with the school district, to be used in cases where the student's presence represents a threat to others, where the student's presence prevents others from pursuing desirable educational goals, or where other forms of discipline have not been successful with the student. K-4 suspended students will make up the work missed and receive credit. Students in grades 5-12 who are suspended out of school may make up work at 60% of the earned grade assignments.

Theft: Stealing school or personal property from school employees or other students while on a school campus or at a school-related activity.

Truancy: Any unauthorized absence from school, including any unauthorized absence from an individual class and leaving a classroom or a school campus without permission

Vehicle violations: Any unsafe, reckless, or otherwise inappropriate operation of an automobile, truck, motorcycle, bicycle, skateboard, or other vehicle on school property or traveling to or from school

Weapons violations: Possession or use of any gun, knife, club, or any other item that could reasonably be believed to be considered an offensive or defensive weapon, including look-a-like weapons made of plastic or other such materials

GRADING POLICY

Code: IHA

Date Issued: 5-17-99
Date Revised: 3/6/09
Date Review: 01-24-06

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed educational objectives of the course. Educational objectives are those contained in the Arkansas Frameworks.

Kindergarten Progress will be monitored and reported to parents through an Essentials Skills Checklist.

Certified Staff in grades 1-12 shall use an electronic record keeping system to document grades.

The following grading scale shall be used in grades 1-12 for all courses offered.

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

Each letter grade shall be given a numeric value for the purpose of determining grade averages.

For all academic classes in grades 1-12 the following Arkansas Uniform Grading Scale and numeric values will be used for assigning grades and for computing grade point averages (GPAs).

A.C.A. 6-15-902

	Regular/ Honors/Pre-AP Courses	*AP/IB Courses
A = 90 - 100	4 points	5 points
B = 80 - 89	3 points	4 points
C = 70 - 79	2 points	3 points
D = 60 - 69	1 point	2 points
F = 59 & below	0 points	0 points

In order for students to be awarded the quality points for AP and IB courses, the student must complete the full year course and sit for the AP or IB exam. Additionally, the AP or IB teacher must be in compliance with the mandated training requirements as specified in ADE Rules Governing AP and IB Diploma Incentives Program.

*For students who transfer into BHS and who have credit for ADE Approved Honors Courses in their previous school as reflected on the incoming transcript, these students will receive the additional quality points (same as for AP and IB) for GPA purposes.

Ratios of unassisted work to assisted work used in the determination of a 9 weeks grade are as follows:

Grade Level/Course	Unassisted Work completed by the student	Assisted Work completed by the student
1 – 6	60%	40%
7 – 12 Standard Courses including honors and Pre-AP (except Pre-Algebra, Algebra I, and Geometry)	70%	30%
AP/IB Courses	80%	20%
Algebra I and Geometry	90%	10%
Pre-Algebra	80%	20%

HOMEWORK

Code: IHB

Date Issued: 3-10-86
Date Revised: 4-10-00
Date Review: 1-24-06

Home study (homework) is an extension of the regular school day. Whenever home study is given, it should supplement, compliment, reinforce, and relate to the mastery of a subject. Home study is a vital part of the learning process. Students must assume responsibility for their class work just as they will assume job responsibility in the future.

Students and their parents/guardians have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Home study and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. Parents can do their part to improve homework by:

- Cooperating with the school to make homework effective.
- Providing their child with suitable study conditions (desk or table, light, books and supplies).
- Reserving a time for homework and turning off the television.
- Encouraging their child, but avoiding undue pressure.
- Showing interest in what their child is doing, but not doing the work for them.
- Understanding that the school expects homework to be completed and returned on time.

The student's responsibility is to complete all home study assignments and to turn them in on the designated due date.

Parents shall be notified when a student repeatedly fails to complete home study assignments.

The teacher's responsibility is to provide instruction to each student so that mastery of the subject matter can occur. The assignment of home study is an outgrowth of that classroom instruction. Understanding that the subject matter being taught lends itself to different "types" of home study, the following are examples of home study assignments given to students in the Bentonville Public Schools.

- Independent practice of newly learned skills
- Independent practice to reinforce learned skills
- Expansion activities beyond the subject matter presented in class
- Introduction of new material (such as the reading of a chapter in the text with a stated purpose for the reading)
- Independent student projects, approved by the teacher

The following statements serve as guidelines for classroom teachers as they make decisions about home study:

- Home study must be relevant to the instruction in the classroom.
- Skills taught in the classroom should first be guided and practiced in the classroom under the teacher's supervision.
- Home study assignments of newly learned material should be as short as possible and still retain meaning.
- Classroom assignments not completed by the student during the instruction day can be required home study.
- Each teacher giving an assignment from the text in class where only classroom sets of books are available should make provision for books to be taken home.
- Teachers should present copied materials that can be seen clearly and have instructions to be used in completing them.
- Home study should be considered in the grading of students.
- Home study should provide immediate feedback to the teacher on areas of weakness in the students' understanding of concepts and/or acquisition of skills.
- Teachers should not use unrelated home study as a disciplinary measure.

The following are recommended guidelines for giving home study assignments.

Elementary Level

Kindergarten Students may be assigned home study with an average of no more than 20 minutes a night.

First Grade Students may be assigned home study with an average of no more than 30 minutes a night.

Second Grade Students may be assigned home study with an average of no more than 40 minutes a night.

Third Grade Students may be assigned home study with an average of no more than 40 minutes a night.

Fourth Grade Students may be assigned home study with an average of no more than 50 minutes a night.

Middle School Level

Fifth Grade Students may be assigned home study with an average of no more than one hour a night.

Sixth Grade Students may be assigned home study with an average of no more than one hour and fifteen minutes a night.

Secondary Level

Home study assignments should be given with an average of no more than one hour required for each of the subject areas in a block schedule situation or thirty (30) minutes on a traditional schedule. Students enrolled in Advanced Placement (IB) classes should expect to expend considerably more home study time.

REMEDIATION/RETENTION/PROMOTION

Code: IHED, IHEE

Date Issued: 10-18-04
Date Revised: 1-24-06

According to sections 8.01 and 8.02 of ACT 35, any kindergarten through second grade student who demonstrates a substantial deficiency in reading shall be given intensive reading instruction. Parents will be notified in writing as follows:

- that their child has been identified as having a substantial deficiency in reading
- a description of the current services provided to the child
- a description of the proposed supplemental services.

Students who do not demonstrate proficiency on grade level Benchmark Exams in grades 3-8 will be placed on an Academic Improvement Plan. The Academic Improvement Plan is designed to identify remedial strategies/interventions and create an action plan with the support of parents, school staff, and students. Students who do not participate in the remediation program and score below proficient on the subsequent Benchmark Exam will be retained. (Ark. Ann. Code 6-15-1803) Signing the Academic Improvement Plan affirms understanding of roles and responsibilities regarding this plan.

Students who do not score proficient or above on End-of-Course tests or on the Grade 11 Literacy test shall successfully participate in a remediation program before they can receive credit for the course. The lack of credit could jeopardize their grade classification due to insufficient credits to qualify for the next grade.

SMART CORE/CORE CURRICULUM

Code: IHF

Date Issued: 11-13-01
Date Revised: 10-18-04
Date Review: 1-24-06

For the graduating class of 2013, Smart Core requirements must be completed within the 24 credits required to graduate from BHS. See your child's counselor for more information. All BHS students are strongly encouraged to participate in Smart Core.

State of Arkansas

SMART CORE Requirements: Sixteen (16) units

English: four (4) units (years) – one in grades 9, 10, 11, and 12

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

Mathematics: four (4) units (years) (all students under Smart Core must take a mathematics course in grade 11 or 12)

- Algebra I or Algebra I-A & I-B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B*

  *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.
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units (years) with lab experience chosen from:

- Physical Science
- Biology or Applied Biology
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

- Civics or Civics/American Government
- World History
- U.S. History

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

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 (1/2 year)

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

CAREER FOCUS: - six (6) units – at least two of the Career Focus units must be of the same foreign language.

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.

For the graduating classes of 2014 and beyond, Smart Core requirements must be completed within the 24 credits required to graduate from BHS. See your child's counselor for more information. All BHS students are strongly encouraged to participate in Smart Core.

English—4 units

English 9th grade

English 10th Grade

English 11th Grade

English 12th Grade

Mathematics—4 units

Algebra I or Algebra A & B (Grades 7-8 or 8-9)

Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)

Algebra II

Fourth Math – Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics

Comparable concurrent credit college courses may be substituted where applicable.

Natural Science—3 units with lab experience chosen from:

Physical Science

Biology or Applied Biology/Chemistry

Chemistry

Physics or Principles of Technology I & II or PIC Physics

Social Studies—3½ units

Civics	½ unit	
World History	1 unit	
U. S. History	1 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	

State of Arkansas

CORE Requirements: Sixteen (16) units

Beginning with the class of 2010, students, whose parents sign the ADE Waiver Form to opt out of Smart Core, must complete the Core requirements within the 24 credits required to graduate from BHS.

English: four (4) units (years) – one in grades 9, 10, 11, and 12

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

Mathematics: four (4) units (years)

- 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 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 (years)

at least one (1) unit of biology

one (1) unit of a physical science

Social Studies: three (3) one-half (1/2) units (years)

Civics or government, one-half (1/2) unit

World history, one (1) unit

U.S. history, one (1) unit

Economics, one-half (1/2) unit

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

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 (1/2 year)

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

CAREER FOCUS: - six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

NOTE: Students entering seventh grade for school year 2004 – 2005 are required to fulfill the Smart Core requirements unless their parents have elected to opt them out under the provisions of policy 4.45.

Legal Reference: State Board of Education; Standards of Accreditation 14.01 - 14.04

TEACHER/PARENT COMMUNICATION

Code: KBD

Date Issued: 05-22-07
Date Revised:
Date Reviewed:

Teachers shall communicate with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. Frequent communication should occur with the parent(s) or guardian(s) of students not performing at the level expected for their grade.

Teachers shall meet with parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conference, or home visit.

All grade level conferences with parent(s) or guardians(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retentions shall be communicated promptly in a personal conference.

TRANSFER STUDENTS

Code: JBCE

Date Issued: 05-22-07
Date Revised:
Date Reviewed:

Any student transferring from a school accredited by the Arkansas Department of Education to another school accredited by the Arkansas Department of Education shall be placed in the same grade the student would have been in had the student remained at the former school as stated in the Omnibus Act 1467 of 2003.

Any student transferring from home school, private school, or a school that is not accredited by the Arkansas Department of Education to a school that is accredited by the Arkansas Department of Education shall be evaluated by the staff of Bentonville Schools to determine the student's proper placement.

For specific information regarding the transfer of high school credits, see the BHS Course Information Guide.

BUS TRANSPORTATION

BUS TRANSPORTATION

It is the purpose of the Bentonville Public Schools Transportation Department to provide students who live within the Bentonville School District safe and timely transportation. To assist us in achieving this goal, we depend on parental support and cooperation to help students understand the rules and expectations of riding the bus and the consequences of misbehavior.

IT IS A PRIVILEGE TO RIDE A BENTONVILLE SCHOOL BUS, NOT A RIGHT.

To be eligible to ride a Bentonville Public School bus, students must meet the following criteria:

- Currently reside within Bentonville School boundaries
- Register to ride a Bentonville Public School bus by calling the Transportation Office (254-5080) or by registering online.
- Receive a BUS PASS from their school office.
- Reside within the attendance zone for the school they attend.

- Reside outside the “walk” zone assigned for their school attendance zone.
- Abide by the ***Basic Rules, Safety Rules, and Severe Rules for Bus Riders.***
- Abide by the ***Bus Stop Location Guidelines.***
- Abide by the ***Student Guidelines At the Bus Stop.***

BUS STOP LOCATION GUIDELINES:

- All stop locations must be approved by the Transportation Office.
- All stop locations are subject to review and change of location as determined by the Transportation Office.
- The distance between a child’s bus stop and their home may be up to six tenths (.6) of a mile which is equal to about 5 to 7 city blocks.
- Bus stops will be spaced no less than 300 feet apart unless approved otherwise by the Transportation Office.
- Bus stops will be located at:
  - Corner intersections
  - Middle of a long block
  - Home address in isolated areas
  - Home address for rural two-lane highways
- Bus stops will not be located at:
  - Major intersections (4-way stop)
  - Intersections controlled by a traffic signal
  - Within 300 feet of traffic signals
  - A place of business or daycare
  - Multi-lane roads (3 lanes or more)
  - Locations that cause the bus to back or turn around (if possible)
  - Locations determined by the Transportation Office to be unsafe for students to wait or to load.

STUDENT GUIDELINES AT THE BUS STOP:

- Arrive at least 5 minutes before the expected arrival of the bus.
- Wait off the roadway at least 10 feet.
- Be visible to the driver at the bus stop.
- Be outside their home, vehicle, etc. when the bus arrives.
- Approach the bus after it has come to a complete stop and the driver has opened the door.
- Students crossing the street/roadway at a bus stop must cross 10 feet in front of the bus as they get on and off the bus.
- When crossing the street/roadway to board the bus, wait until the bus comes to a complete stop and the driver has stopped all traffic.
- Students must watch the bus driver and wait until the bus driver gives a signal for the students to cross the roadway to board the bus.
- Students will be picked up and dropped off only at their assigned stop unless they have a note from their parent/guardian.

BEHAVIOR AT THE BUS STOP:

- Students are expected to avoid any horseplay and respect the property of all others while they wait at the bus stop.
- Students are expected to observe the same behavior at the bus stop as they are expected to on any school campus.
- Elementary students should be accompanied to and from the bus stop by a parent/guardian and remain with the student while waiting for the bus to arrive.

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A Minor Misconduct	1-Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus) 2 – Standing while bus is in operation or not being properly seated 3 – Obstructing an empty seat, door, stairs or aisle 4 – Making excessive noise 5 – Disturbing, insulting, or harassing other students 6 – Public display of affection (PDA) 7 – Eating, drinking, chewing gum 8 – Using profane or obscene language or gestures 9 – Littering 10 – Any action that causes disturbances or distractions	Oral / Written Warnings	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year
B Serious Infractions	1 – Failure to comply (disrespectful, talking back, lying) with bus driver or other adult's instruction 2 – Horseplay and spitting 3 – Throwing objects at, within, or out of bus 4 – Sticking objects or body parts out of the window/door 5 – Damage, theft, or pilfering < $100 6 – Spraying or application of cologne / fragrances 7 – Misuse of electronic devices, cell phones, cameras etc.	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year	
C Severe Offenses	1 – Full or partial nudity 2 – Sitting in driver's seat/tampering with controls or equipment 3 – Interfering with driver 4 – Fighting/Assault (or hitting, biting, pushing) 5 – Vandalism, damages, or theft > $100 6 – Tobacco use or possession	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year		
D Criminal or Illegal Acts	1 – Any action that leads to a bus accident 2 – Possession or use of weapons or other prohibited items (including laser lights) 3 – Lewd or indecent acts 4 - Possession of illegal substances 5 – Threatening or causing injury to another person (bullying and/or harassment) 6 – Alcohol use or possession 7 – Bomb threat or terroristic threat	School Suspension / Expulsion Proceedings Initiated Discipline Report Submitted to Appropriate Authorities				

1 – All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.
2 – All misconduct must be evaluated on a case by case basis. The administration reserves the right to escalate the consequences due to the severity, frequency, or previous warnings.
3 – Possession of weapons, prohibited items, controlled substance or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.
4 – Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, throwing objects, or other damages.

INCLEMENT WEATHER:

In the event of inclement weather some buses may not be able to complete the bus route. Students who live in areas that could be considered hazardous in inclement weather should ask the bus driver about a location for pick up and drop off on such occasions.

PASSING OF SCHOOL BUSES

A portion of the State of Arkansas Statute 76-658 has been incorporated into the City of Bentonville Ordinance No. 84-5 and has been listed word for word on behalf of our pupils: Section 2: "That when any school bus stops and indicates by flasher lights that such bus is or is about to load or unload passengers, every operator of any motor or motorized vehicle conveyance within the city limits of the City of Bentonville, Arkansas, approaching the school bus from any direction, shall bring his/her vehicle to a full stop and shall not start up or attempt to pass the bus in any direction until the bus has finished displaying the flasher lights." **Please note that the Arkansas Statute 76-658 applies to all vehicle operators in the State of Arkansas.**

BENTONVILLE HIGH SCHOOL
BLOCK SCHEDULE
2012-2013

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
Bell Rings For Travel to First Class						
7:15-8:45	Zero A	Zero B	Zero A	Zero B	Zero A Zero B	7:15-7:55 8:05-8:45
8:55-10:32	1	2	1	2	1 2	8:55- 9:35 9:41 – 10:21
10:38-12:08	3	Seminar	3	Seminar	3 5	10:27 - 11:07 11:13- 11:53
12:14-2:19	5	6	5	6	Seminar-Advisory/Lunch	11:58 – 1:38
2:25- 3:55	7	8	7	8	6 7 8	1:43 – 2:23 2:29 – 3:09 3:15-3:55

LUNCH SCHEDULES

MONDAY – THURSDAY

1ST LUNCH 12:08 – 12:46

2ND LUNCH 12:54 – 1:30

3RD LUNCH 1:41 – 2:19

FRIDAY

1ST LUNCH 11:58 – 12:28

2ND LUNCH 12:33 – 1:03

3RD LUNCH 1:08 – 1:38