

**Bentonville Public Schools
Elementary School Handbook**

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.

Academic misconduct can be defined to 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; or otherwise acting dishonestly in the classroom.

Any breach in the academic integrity policy will result in a zero on the assignment and the parent/guardian will be notified. Repeated offenses will be dealt with according to the discipline policy.

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 from 8:00 a.m. to 3:00 p.m. School is dismissed at 3:00 p.m.

TARDY

The instructional day begins at 8:00; therefore, students are considered tardy if they arrive after 8:00. Students who are tardy must check in through the office and must be accompanied by a parent.

LATE ARRIVAL/EARLY DISMISSAL

Students who arrive after 10:30 a.m. or leave before 1:30 p.m. are counted absent ½ day. Parents are encouraged to schedule a student's doctor and dental appointments outside school hours. If this is not possible, parents must come to the main office to check out a child. For the child's safety, the teacher will not release a child who has not been properly checked out through the office. **Frequent late arrivals and/or early dismissals are disruptive to a child's education and are discouraged.**

BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs 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.

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. 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.

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

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the 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 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. (1)

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. (2)

NOTES: The Act permits different consequences depending on the age or grade of the bullying student.

- (1) Example: a student might be disciplined both for bullying and sexual harassment, in an appropriate situation, or bullying and assault.
- (2) There should be a statement in the Student Handbook to this effect. Suggestion for the posted notice: Create a circle with a line through it over the word Bullying (similar to the non-smoking logo). Beside the logo write: Mean talk or hurting other people is called bullying. Bullying is against the rules and can get you in trouble, suspended, or expelled. If someone bullies you, or you see someone being bullied, get help by telling an adult.

Legal Reference: Act 681 of 2003

CONDUCT TO AND FROM SCHOOL

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

CRISIS INTERVENTION

Bentonville Schools recognize that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Crisis intervention teams have been identified in each school to be activated in case of a crisis. These teams, as well as building and district administrators, will be responsible for a coordinated response to emergencies. Emergency procedures are posted in each classroom and drills are to be conducted at least three times a year. In the event of terrorism and/ or national disasters, governmental agencies will intervene.

DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affects the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to an administrator's office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates

to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

EMERGENCY NUMBERS

Parents may submit and maintain current emergency contact information for their student(s) via the district's website (<http://www.bentonville.k12.ar.us>) by clicking on the Emergency Contact Database link located under the parent tab.

A current work telephone number or emergency number should be on file at all times in the event your child becomes ill or is injured at school. Should the school be unable to contact a parent or designated responsible party, the child will have to remain at school and go home on the bus even though he/she is ill or injured.

Should there be an emergency and parents cannot be reached, the child would be taken to Northwest Medical Center emergency room and the doctor on call would be used for emergency treatment.

ENROLLMENT

Prior to a child's admission to an Arkansas public school, the parent or guardian shall provide the school district with the following documents:

1. Indication of the child's age with one of the following:
 - a. Birth Certificate or copy of birth certificate
 - b. A notarized statement by the local registrar or county recorder certifying the child's date of birth
 - c. An attested baptism certificate
 - d. A passport
 - e. Previous school records
 - f. An affidavit of the date and place of birth by the child's parents or guardian
 - g. United States Military identification
2. Social security number
3. Current immunization record
4. Proof of residency

HEALTH

SCREENING

Students will be screened for vision and hearing in grades K-1-2-4, and will be weighed and measured in grades K-2-4. Parents are notified only if the student fails to pass the screening. **Notification of BMI screenings will be sent to parents. Objections must be in writing to nurses' office prior to the screening dates. All new students will have vision and hearing screenings.**

IMMUNIZATIONS

Act 871 of 1997 requires all K-12 students in the state of Arkansas to be in compliance or in the process of being compliant to the following immunization schedule:

- **DTaP (Diphtheria, Pertussis, Tetanus)**
Minimum of 3 doses for grades 1-12, with the last dose on or after the fourth birthday. Entering Kindergarteners must have received 4 doses of DTaP with the last one given on or after the fourth birthday.
- **OPV/IPV (Polio)**
Minimum of 3 doses with the last dose on or after the fourth birthday
- **MMR (Measles, Mumps, Rubella)**
Minimum of 2 doses with the first dose on or after the first birthday and the second dose a minimum of 28 days after the first dose
- **HepB (Hepatitis B)**
3 doses for all students in grades K - 12th and all transfer students (students ages 11 years and older may have a 2 dose alternative schedule). 3rd dose of hepatitis B should be given at least 8 weeks after the 2nd dose, at least 16 weeks after 1st dose.
- **Varicella (chicken pox)**
One dose on or after 1st birthday or a reliable history of disease from a physician/health care provider may be acceptable in lieu of vaccine.

A student may be exempt from immunizations for medical, religious, or philosophical reasons. Forms and approval must be obtained through the Arkansas Department of Health Division of CD/Immunization and must be renewed annually.

Kindergarten physicals are due 90 days from date of enrollment.

MEDICAL PROBLEMS

It is important for parents to bring to the school's attention any medical problems or allergies a student may have. The nurse may consult with the teacher and modify activities if necessary. A health history is to be completed on all students and returned to the nurse's office at the beginning of each school year.

ILLNESS

Please notify your child's school by 8:00 a.m. if your child will not be in attendance. Students should be symptom free for 24 hours without requiring medication for fever, diarrhea, nausea, or other symptoms prior to returning to school. If a student has been ill and should not go outside during recess, a note will be required from the parents. Children are taken outside even in cold weather. Please prepare students for the temperatures of Northwest Arkansas and dress them accordingly.

If a child has some limitations to participate in school, it will be necessary to submit a written notice to the nurse to be excused. Continued limitations will require a medical doctor's written excuse on file.

COMMUNICABLE DISEASES

When a child is absent from school due to a communicable disease, the parent should call the office with that information. This is particularly important if the child has chicken pox, measles, strep throat, influenza, impetigo, etc. A written excuse should accompany your child when he/she returns to school.

MEDICATIONS

The administration of medication will follow the guidelines of ACT 1146 of 1995. All medications given during school hours require prescriptive authority and parent/guardian signed permission. This is required for both over-the-counter (ibuprofen, acetaminophen, cough medicine) and prescription drugs. Any medications given at school must be dispensed through the nurse's office.

Medication will be supplied by the parent and will be given with the completion of required paperwork.

- A. Medication must be in original container with child's name.
- B. Any change to the medication will require new orders.
- C. Parent/guardian is responsible to check medicine into and out of school.
- D. Only medications prescribed to be given during specific school hours will be administered. (Medications ordered three times daily will not be given at school.)
- E. Medication administration forms will be updated at the beginning of each school year or as needed.

INHALERS

Students with the diagnosis of asthma who require the use of inhalers must keep an inhaler in the health office. Inhalers must be in the original prescription box. An asthma action plan/permit must be completed by parent and signed. Qualified students will be allowed to carry their inhalers with appropriate documentation signed by the student, parent, and physician.

HEAD LICE

It is not uncommon for children to bring head lice to school especially in the fall. Parents are urged to maintain sanitary conditions at home and to carefully inspect the heads of their children occasionally. Students will be inspected at school any time school personnel know or suspect that children have been exposed to head lice. Bentonville Public Schools has a no nit policy. Students that have known head lice or nits will be sent to the nurse's office and will remain there until a parent/guardian arrives. If head lice are found, the class may be checked at the teacher's or administrator's request. Students may return to school when they are nit free, have proper documentation of treatment, and pass a clear inspection by the school nurse.

INSURANCE

The Bentonville School District does not carry insurance to cover students who might be injured during the regular course of the school day; however, the district does provide an opportunity for parents to purchase an accidental insurance program for school-age children. At the beginning of the school year, forms are sent home with students explaining the cost to parents and the benefits received in case of accidents. Parents are encouraged to purchase the insurance offered by the school or provide their own insurance to cover the cost of injuries at school. The district in no way benefits from the policy premiums.

KINDERGARTEN SCREENING

Act 825 of 2003 requires the Arkansas Department of Education to determine and prepare a list of the skills and knowledge that a child should have in order to be prepared to enter kindergarten. Mastery of any or all of the skills identified is not required for admission to kindergarten. Bentonville Public Schools will screen all kindergarten students.

LUNCH / BREAKFAST PROGRAMS

Breakfast is served each morning between 7:30-8:00. The cost of breakfast is \$1.40 and the cost of lunch is \$2.20 per day. Free or reduced-price breakfasts and lunches are available for those who qualify. Students who wish to bring their lunch may purchase milk for \$.35 (35 cents). Adult lunches are \$ 3.00.

PARENTAL INVOLVEMENT

Bentonville Schools recognize that a child's education is a responsibility shared by the school and family during the entire time a child spends in school. To accomplish this purpose, each school has a Parental Involvement Plan which addresses the need for schools and parents/guardians to work together as knowledgeable partners to promote the educational success of their children. Involving parents/guardians is essential to improve student achievement; therefore, schools foster and support active parental/guardian involvement. Parents/guardians are always welcome and are encouraged to visit the school any time they might have questions or would like to view the operation of the school system. For security reasons, parents/guardians must check in at the office and get a visitor's badge before visiting any portion of the school.

PARTIES

Homeroom parents organize three classroom parties per year: Fall, Winter, and Valentine. Due to an increase in the number of students with food allergies and various medical conditions, food and drinks for classroom parties must be purchased and brought to school in sealed packages/containers with ingredient labels accessible for review.

Birthday parties are prohibited due to the loss of instructional time. Birthday treats are prohibited due to state guidelines as set forth in ACT 1220 of 2003.

PHYSICAL EDUCATION/ACTIVITY

According to ACT 317 of 2007, K-4 students who are physically fit and able to participate are required to have 90 minutes of physical activity each calendar week. This equates to 60 minutes of physical education (P.E.) and 30 minutes of physical activity (recess). ***If a child has some limitations to participate in school activities, it will be necessary to submit a written notice to the nurse to be excused. Continued limitations will require a medical doctor's written excuse on file.***

PROFESSIONAL QUALIFICATIONS OF TEACHERS

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?
- What is the teacher's college major, graduate certification or degrees, and the field or discipline for those certificates or degrees?
- What are 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 Human Resources. Requests will be fulfilled in a timely manner.

PROGRESS REPORTS

Information on the educational progress of children will be reported to parents on a regular basis.

1. Progress reports (kindergarten) and report cards (grades 1-4) will be issued every nine-week period.
2. Parent-teacher conferences are scheduled at least once a semester; however, conferences may be arranged at any time a need arises.
3. Communication will also be made on a regular basis regarding possible student retention.
4. Parents may monitor student progress through the district's on-line computer program.

GRADING SCALE:	90 – 100	A
<u>(Grades 1 - 4)</u>	80 – 89	B
	70 – 79	C
	60 – 69	D
	59 and below	F

Kindergarten progress will be monitored and reported to parents through an Essential Skills Checklist.

Assisted work includes those assignments that may be completed with assistance from teachers, parents, or other students. Assisted work is weighted at 40% of the child's grade.

Unassisted work includes those assignments done independently without assistance from teachers, parents, or other students. Unassisted work is weighted at 60% of the child's grade.

Grades included in quarterly reports shall reflect the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

HONOR ROLL – Students in grades two through four who qualify for Honor Roll are those who perform on or above grade level and receive all A's or a combination of A's and B's in all subject areas. Students receiving special services will qualify for Honor Roll if they are successfully meeting all goals and objectives as developed in their individual plan.

RECESS

It is our intent to take students outside for recess every day. During extreme temperatures and/or wind chill, recess could be shortened. Please dress your child appropriately.

SEVERE WEATHER

When weather conditions are hazardous for buses to travel safely, school may be dismissed. On mornings in question, the local radio and TV stations will announce the decision as early as possible. School closings are also posted on the district web site (www.bentonville.k12.ar.us)

If weather conditions become bad enough during school hours to require buses to make their runs before the regularly scheduled time, radio and television stations will be notified. Parents are encouraged to discuss alternate plans with their children in case of such an emergency.

SPECIAL OCCASIONS

No deliveries for any celebratory or special occasion will be accepted by any Bentonville school. This includes flowers, balloons, singing telegrams, cookie bouquets, party invitations, etc.

STUDENT COMPLAINTS

Prompt and equitable resolution of student complaints should be handled at the first possible level, including those alleging discrimination on the base of race, religion, color, gender, national origin, or handicap.

The student may be represented by an adult at any level of the complaint. If the complaint involves a problem with a teacher, the student shall discuss the matter with the teacher before requesting a conference with the principal at Level One.

LEVEL ONE: A student who has a complaint shall request a conference with the principal, who shall schedule and hold a conference with the student.

LEVEL TWO: If the outcome of the conference with the principal is not to the student's satisfaction, the student may request a conference with the superintendent, who shall schedule and hold a conference. Prior to or at the

conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.

LEVEL THREE: If the outcome of the conference with the superintendent is not to the student's satisfaction, the student may submit to the superintendent a written request to place the matter on the board agenda at least three days before the board agenda is prepared.

The superintendent shall inform the student of the date, time and place of the board meeting. The board president shall establish a reasonable time limit for presentation of the complaint. The board shall listen to the student's complaint and take whatever action it deems appropriate.

EXECUTIVE SESSION: If the complaint involves complaints or charges about an employee, it will be heard in executive session unless the employee requests it to be in public.

STUDENT PERSONAL PROPERTY

Students are cautioned not to bring valuables or large amounts of money to school. Students, not the school, are responsible for their personal property. Articles of clothing and personal belongings should be marked with the student's name.

Toys or electronic devices used as toys should not be brought to school unless they are to be used in a class activity. Such items should be taken to the teacher's room and left there until the end of the day. They are not to be used outside the classroom at anytime.

SUSPENSION FROM SCHOOL

The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) consecutive school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs at any time on the school grounds; off the school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

1. The student shall be given written notice or be advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent or legal guardian prior to the suspension. Such notices shall be given to the parent or legal guardian or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as possible.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension, students shall not be permitted on campus except to attend a student/parent/administrator conference. K-4 suspended students will make up the work missed and receive credit.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspension appeals will follow guidelines as set forth in Section 6D of the District Discipline Policy.

TELEPHONES

The school telephone is for business calls only. Children are not called to the telephone except in case of emergency. Please make arrangements for your children in advance in the event of an unexpected early closing of school. If you wish to speak to the teacher, leave your name and number, and he/she will return your call as soon as possible. The nurse will contact the parents when a child needs to go home because of illness. If it is necessary for your child to have a cell phone at school, the cell phone must be turned off and remain in the backpack from the time the child arrives at school until he/she leaves the campus at the end of the day. The school is not responsible for damaged and/or lost cell phones.

TEXTBOOKS

Textbooks are furnished free. Students with lost textbooks or textbooks that are damaged beyond reasonable use will be charged the full replacement price. Due to crowded hallways and limited locker space, backpacks on wheels are prohibited.

WEAPONS

Weapons have no place at school, at school events, or on school property. Suspension is mandatory and expulsion is recommended when a student possesses, uses, displays, transmits, or handles a firearm, whether operable or inoperable, loaded or unloaded, including but not limited to destructive devices, explosive devices, BB guns, starter guns, handguns, rifles, shotguns, etc. Look-a-like guns of any type are prohibited. Students possessing look-a-like guns will be subject to the same disciplinary action as if the guns were real. Bentonville Schools have a no-tolerance policy regarding dangerous weapons. Safety of our school population is a priority.

A.C.A. 6-18-502 requires that students who bring firearms or other weapons upon a school campus shall be expelled for not less than one year; however, the superintendent shall have the discretion to modify expulsion requirements for a student on a case-by-case basis.

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: JB, JBA	Date Issued:	8-16-77
	Date Revised:	5-17-99
	Current Revision:	7-19-06
	Date Review:	

The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

- A birth certificate;
- A statement by the local registrar or a county recorder certifying the child's date of birth;
- An attested baptismal certificate;
- A passport;
- An affidavit of the date and place of birth by the child's parent or guardian;
- United States military identification; or
- Previous school records.

The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before September 1st of that year who resides, as defined by policy (RESIDENCE

REQUIREMENTS), within the District shall enroll and send the child to a District school **with the following exceptions.**

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
- The child will not be age six (6) on or before September 1st of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

ABSENCES

The State Board of Education pursuant to ACT 473 recognizes two types of absences of students in the school districts in Arkansas, excused and unexcused. An **excused** absence is defined as one in which the student was absent for one of the following reasons:

- Personal illness of student
- Official school-sponsored activities
- Court appearances
- Medical appointments
- Serious illness in the immediate family (parent, guardian, sibling, grandparent, child)
- Death in the immediate family (same as above)
- Any circumstances not covered above which the district determines are excused.

Any absence not described above will be defined as **unexcused** (ADE Director's Memo # 89-41).

The Bentonville Police Department, in cooperation 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 found off school premises during school hours and request the production of documentation excusing her/his presence from school.

Elementary and Middle Schools

The parent/guardian is responsible for contacting the school within three days of an absence. This can be by phone, email, personal note or a doctor's note in order for the absence to be excused. When a parent/guardian fails to contact the school about an absence, the absence will be considered unexcused and they should be aware of the following procedures:

- On the 4th unexcused absence, a letter will be sent to the child's parent/guardian.
- On the 8th unexcused absence, a letter will be sent to the parent/guardian and the Benton County Juvenile Probation Office and a conference will be requested with the parent/guardian in person or by phone.
- On the 12th unexcused absence, a letter will be sent to the parent/guardian and the child's records may be forwarded to the Benton County Juvenile Probation Office requesting a FINS petition.

The student or a parent/guardian should make arrangements to make up any work missed during an absence on the student's first day back in class. A zero will be given for any assignment not made up. Students will be given one day for each day absent to make up missed work.

Excessive tardies and/or early checkouts may also be referred to the Benton County Juvenile Probation Office requesting a FINS petition.

Excessive parent call-ins will be handled on a case-by-case basis.

Junior Highs and High School

Five parent notes or phone calls for personal illness or family illness will be accepted per semester after which a doctor's note will be required to excuse an absence due to illness.

Students must be in attendance for a full school day to participate in after school activities.

With the fourth unexcused absence, the student's credits may be pulled at the end of the semester for excessive unexcused absences. A written report may be submitted to the juvenile probation office when truancy occurs.

Because of the obvious safety and responsibility risks, any student forging a parent's name to a note or using a fake phone call to gain an excused absence will be considered truant.

Junior Highs: For an excused absence, the office shall be notified via a phone call or a written note shall be turned in to the office. The following are notification guidelines specific to absences:

4 unexcused absences	Parent notified by letter
8 unexcused absences	Parent conference requested
12 total absences	Parent conference requested

High School: Notes must be turned in to the attendance clerk within 24 hours of returning to school for the absence(s) to be considered an excused absence(s). This is for test exemption purposes.

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

CONCURRENT CREDIT

Code: IHG

Date Issued: 1-18-93

Date Revised: 5-18-09

Date Review:

Act 60 of 1999 and Act 1097 of 1991--"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.

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	10 day suspension	Expulsion for 1 calendar year

containing alcohol		
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	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

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, tardy, display of affection, dress code violation, failure to identify, gambling, distribution of unapproved petitions or other printed matter, unauthorized possession of laser pointers/lights, digital electronic devices, 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, cheating/plagiarism, disrespect, extortion,	*Detention	Expulsion for 1 calendar year

fighting, fireworks, gang related activities, harassment/hazing, bullying, indecent exposure, sexual misconduct, insubordination, mob action, profane or obscene language or gestures, sexual harassment, truancy, vehicle violations, violation of any statutory or constitutional regulations, and other disruptive behavior.		
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***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. 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
- A formal hearing before the District Administrative Hearing Team
- An opportunity to attend the Regional Education Alternative Placement School in lieu of expulsion (H.S. Students only)

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

- First Level - Principal
- 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 analogues*. 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 analogue 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.

Students of the Bentonville School District who possess, use, sell, distribute, manufacture, or are under the influence of alcohol, drugs, or drug paraphernalia will be in violation of school policy if such behavior takes place on or within 500 feet of school property, on a school vehicle, or at a school activity (including school trips).

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 junior high and high school students is not permitted unless authorized by the campus administration.*
- *Rolling or wheeled shoes.*

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.

TERMS AND CONDITIONS FOR STUDENT USE

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.

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The 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 guide students in the appropriate, ethical use of technology. 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 the 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 can review e-mail, file folders, and communication to maintain system integrity.

The 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.

A parent or guardian signature affixed to this user agreement indicates that the parent or guardian and student have received and reviewed the policy. In addition, the signature of the parent or guardian and student grants explicit permission for the student to use the school provided Internet service.

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
- Engaging in cyber-bullying
- 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.

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 <u>including honors and Pre-AP</u> (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 classes of 2010 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.

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
- American 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.

State of Arkansas

CORE Requirements: Sixteen (16) units

Beginning with the class of 2010, students, whose parents sign the "Notice of Informed Consent" 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) units (years)

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

World history, one (1) unit
U.S. history, one (1) 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

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.**

BASIC RULES:

1. Follow the directions of the bus driver at all times.
2. Eating, drinking, or chewing gum are not allowed on the bus.
3. Keep bus aisles clear of books, bags, feet, legs, etc.
4. Name calling, rude, vulgar, obscene language or actions are not allowed.

1ST OFFENSE – STUDENT CONFERENCE

2ND OFFENSE – PARENT CONTACT BY DISCIPLINE NOTE OR TELEPHONE

3RD OFFENSE – THREE (3) SCHOOL DAYS BUS SUSPENSION

4TH OFFENSE – DAYS OF SUSPENSION TO BE DETERMINED

SAFETY RULES:

1. Keep hands, feet, and other objects to yourself at all times.
2. Stay in your seat facing forward.
3. No balloons, live animals of any type, or any items too large to hold in student’s lap or place under the seat are allowed.
4. Use proper boarding and departing procedures.
5. Keep your hands and head inside the bus at all times.
6. No vandalism to personal or school district property is allowed. If seat covers are torn or written on, students will be responsible for paying \$75.00 for the replacement of the seat cover. Students will be suspended from riding all buses until the Transportation Department is reimbursed for the damage.
7. Students will not be allowed to put on makeup, use any type of spray and/or cologne while on the school bus.
8. Cell phones may be used on the bus; however, if they are a distraction to the driver or other students, they will be collected by the driver to be picked up by a parent at the Transportation Office.
9. Skateboards or roller blades are not allowed on the bus.

1ST OFFENSE – PARENT CONTACT BY DISCIPLINE NOTE OR TELEPHONE CALL

2ND OFFENSE – THREE (3) SCHOOL DAYS BUS SUSPENSION AND PARENT CONTACT

3RD OFFENSE – TEN (10) SCHOOL DAYS BUS SUSPENSION AND PARENT CONTACT

4TH OFFENSE – TWENTY (20) SCHOOL DAYS BUS SUSPENSION AND PARENT CONTACT

5TH OFFENSE – **LOSS OF BUS RIDING PRIVILEGES FOR REMAINDER OF THE YEAR**

SEVERE RULES:

1. No possession of drugs, alcohol, tobacco, or related materials.
2. No possession of weapons such as guns, knives, razor blades, needles, etc...
3. No possession of lighters, fireworks, matches, etc.
4. No possession of laser lights (pointers) or cameras.
5. No throwing of objects out of the bus.
6. No horseplay during evacuation drills.
7. No tampering with the fire extinguishers.
8. Any act that jeopardizes the safety of students on the bus

1ST OFFENSE – TWENTY (20) SCHOOL DAYS BUS SUSPENSION

2ND OFFENSE – **LOSS OF BUS RIDING PRIVILEGES**

THE DISTRICT HAS THE RIGHT TO ESCALATE ANY PENALTY BASED ON THE SEVERITY OF THE ACT. BUS SUSPENSIONS INCLUDE SUSPENSION FROM RIDING ALL BUSES.

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.
- All stop locations will be located within the boundaries of the Bentonville School District.
- 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.

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.

**BENTONVILLE PUBLIC SCHOOLS
PARENT-STUDENT HANDBOOK VERIFICATION
STUDENT DISCIPLINE POLICY
ACCEPTABLE INTERNET USAGE AGREEMENT
TALENT RELEASE**

Date: _____

My signature at the bottom of this page verifies information as follows:

- Receipt of Parent-Student Handbook
- Receipt of Student Discipline Policy
- Permission for my child to access computer services
- Acceptance/Denial of Talent Release

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 and families 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 – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian name (printed or typed) _____

Parent/Guardian Signature _____

Name of Student: _____

Grade: _____ Teacher: _____

As a user of the 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.

Student Signature _____

Bentonville Public Schools must have parental permission to videotape, photograph, make a voice recording or motion picture of you, or your minor child, to be used in connection with a website, newspaper, educational television program or subsequent visual or audio presentations.

These programs and presentations are exclusive property of Bentonville Public Schools, and do not entitle a parent or child compensation or remuneration for individual participation.

() ***Yes, I give my permission***

() ***No, I do not give my permission***