

Introduction

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians. The following represents our expectations of all students:

1. No student has the right to interfere with the education of his/her fellow students. Respect the rights of other students.
2. Express your ideas in a respectful manner, as not to offend or slander others.
3. Be aware of all rules and standards and conduct yourself accordingly.
4. Maintain dress and grooming appropriate for the school setting and in accordance with school policy at all times.
5. Assist staff in creating a safe school for all students.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using facilities and equipment.
8. Attend school daily and be on time to all classes and activities.
9. Make necessary arrangements for making up work when absent from school.
10. Attempt to complete all courses satisfactorily.
11. Assume financial responsibility for any and all damages to facilities, equipment and personal property.

It is equally important for parents to work with the district to insure the maximum opportunity for success for their child. Working together, we can make a difference in the life of each student. With that in mind, we trust that all parents will:

1. Instill an enthusiastic attitude in their child from the first day of school.
2. Build a good working relationship between yourself, your child, their teacher and the school.
3. Teach children to monitor themselves so they understand why they must show respect for the law, rights of others and public property. Remember, parents are financially responsible for their children's misdeeds.
4. Insist on prompt, regular attendance.
5. Keep in mind that parental attitudes and opinions often influence children.

6. Recognize that the teacher deserves the same consideration and respect we insist upon as parents.
7. Encourage your child to take pride in their appearance.
8. Help your child understand that rules are a necessary part of our society. Cooperate with the school in resolving problems.

Arrival at School

- A. No student is to leave school property. Leaving without permission for any reason constitutes an illegal absence and disciplinary action may be taken.
- B. No students are permitted to be upstairs before 7:45 a.m.
- C. At 7:45 a.m. students with a teacher pass may go to a classroom or who are members of the musical group that is practicing on that day may go DIRECTLY to the music room. Students who remain outside must stay in the area of the school. Bus students are not permitted to go downtown after they arrive at the school. Do not stand on or near the paved part of the street. In the event of inclement weather, all students should report to the cafeteria. Students who wish to remain in the cafeteria before school must remain seated until the first bell. **NO student is permitted in the gym.**

Absences

The school district is responsible for monitoring and maintaining records of the attendance of all students. All absences will be treated as unlawful unless the school district receives a written excuse explaining the reason(s) for the absence. A written excuse must be submitted within three days of the absence. Regular attendance is critical to each student's opportunity for academic success. Any absence from class causes important instruction, class work and assignments to be missed. Excessive absences from school or individual classes affect a student's academic performance and could result in failing one or more classes. It may also affect eligibility for extracurricular activities and participation. The failure of a grade level may require repetition of that grade in order to meet graduation requirements. In keeping with our philosophy of insuring regular attendance to achieve the maximum learning potential for every student, the following criteria will apply:

1. If a student is going to be absent or tardy beyond 8:00 am. It is the responsibility of the parent/guardian to call the school regarding the absence. Voice mail is available to insure contact during hours when school is not open. (925-2651)
2. On the first scheduled day the student returns following an absence, it is required that they turn in an excuse signed by a parent, legal guardian or doctor explaining the absence. The excuse should be turned in to the high school office prior to reporting to their first period class. The signed excuse is required even though contact was made with the

school the day(s) of the absence. If the student fails to bring in a signed excuse within three scheduled school days after returning to school, the absence will be recorded as unlawful.

3. The principal or superintendent may require that a parent or legal guardian provide a written statement or doctor's excuse for an absence or tardiness at any time. If a student misses three (3) consecutive days because of illness, excluding chicken pox and measles, a doctor's excuse must be provided to the school on the first day the student returns to class.
4. The superintendent, principal, nurse or teacher may contact and make inquiries of anyone who may have information regarding the absence or reasons for the absence. Only verification information related to the absence will be requested to insure the right of privacy of students, parents or legal guardians.
5. It is the student's responsibility to contact their teachers and make arrangements to make up missed assignments and tests. **Failure to make up assignments/tests as agreed upon by the teacher will result in no grade/credit being given for the test/assignment.** Teachers will provide a reasonable time-frame that is based on missed time/assignments and give whatever is agreed upon to the student in written form. The student will have a parent/guardian sign the document and return it to the teacher.

Attendance Procedures:

1.0 Tardiness and Partial Day Absences

1.1 Any student who arrives for school after the homeroom bell has sounded, but before the end of period one, shall be considered to be tardy. Beginning with the 4th tardy (with the exception of a doctor's excuse) students are subject to discipline. Detention will be assigned for each tardy from day 4 to day 6 per semester. When a student is tardy 7 times they will receive In School Suspension for each tardy up to 10 per semester. Any additional tardy shall result in Out Of School Suspension for each tardy and the student will forfeit his/her privilege to participate in sports, school activities and all dances (including Winter Holiday Dance and Prom) for the remainder of the year. Parents will be required to conference with the principal. It will also result in the student being classified as a habitual truant and subject to possible prosecution. Tardy students will report to the high school secretary and receive a tardy slip.

1.2 Any student who arrives to school between 9:00 a.m. and 11:00 a.m. shall be charged with one half day's absence. Any student who is absent from school for more than one half day shall be charged with a full day's absence. Such absences shall be classified as either lawful or unlawful, as per

Sections 2.0 and 3.0.

1.3 Disciplinary action will be taken against any student who cuts class, study hall, lunch, homeroom, assigned activity, or leaves the school unauthorized at any time during the school day.

1.4 Any student who participates in an extra/co-curricular activity on a given school day must be in attendance for the full day in order to practice or participate, unless the absence that day is classified as lawful or excused (i.e. required court attendance, death in family, doctor's appointment, a religious observance or other absence deemed lawful by the principal.) The principal has the sole authority to determine the eligibility of students for participation in school related activities as cited above. The school day is from 8:00 a.m. until dismissal.

1.5 No credit (a grade of zero) shall be awarded for work, including daily class participation as well as graded exams or quizzes that are missed due to unexcused/unlawful absence from class/school.

2.0 Tardy to class

Timeliness and class attendance are integral parts of the learning process. Students arriving late to class shall be admitted by the teacher. The teacher will follow the established discipline guidelines regarding lateness to class. The teacher will assess the validity, if any, of the lateness. If a question arises, the teacher will discuss the issue with the principal who will make the final determination. Being absent from a class or classes without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting class. A pupil is considered tardy, unless he/she has a pass if he/she is not in the classroom before the bell rings.

3.0 Limited Lawful Absences

3.1 The following conditions constitute reasonable cause for lawful absence from classes/school:

- illness
- quarantine
- recovery from accident
- required court attendance
- death in the family
- approved religious holidays
- approved family education trips
- approved school/class tours and trips

Other "urgent reasons" may be considered only if it directly affects the student and is agreed to by the principal, such as verified medical or dental appointment, family emergency or impassable roads.

3.2 Lawful absence is defined as absence from classes/school for no more than ten (10) days per school year, excluding doctor excuses, suspensions/expulsions and prior approved absences by building principal. After 8 days totals absences (excused or unexcused) parents will be notified in writing and required to have a conference with the Assistant Principal and Guidance counselor. At that

time a truancy elimination contract will be signed. **Following an accumulation of 10 days of absence, either lawful and/or unlawful, a physician's excuse will be required for each additional absence. The validity of an absence will be determined by the principal on a case-by-case basis.**

3.3 Absences from school for reasons other than those listed in 3.1 are considered unlawful absences and are subject to legal action prescribed by the PA compulsory attendance laws and other actions prescribed by the school district's attendance policy. When a student has accumulated three unlawful absences the parent will be notified in writing that the next unlawful absence will result in submission of a citation to the District magistrate and will include all unlawful absences to date. Consequences of the hearing can be fines and/or loss of driver's license or the opportunity to apply for a driver's license. **Any student who misses 10 consecutive school days shall be dropped from the school rolls unless the school is provided with evidence that the excuse is legal or the school is pursuing compulsory attendance prosecution.**

3.4 Students found by state, municipal, school police or other officials to be not in attendance during school hours, within the school district, shall be charged with an unlawful absence, unless those students can verify that they are lawfully absent from school for one of the reasons listed in Section 3.1.

4.0 Habitual Truancy

4.1 Any student of compulsory school age who has accumulated three (3) or more unlawful absences or equivalent will be considered to be a habitual truant. Parents will be notified and appropriate steps will be taken to correct the behavior.

5.0 Notification of Habitual Truants and Students with Excessive Unlawful Absences

5.1 The parent, guardian, or other person in parental relation to students of compulsory school age who have accumulated unlawful absences shall be notified in writing after the first such absence. Written notice will be sent to the parent/legal guardian by certified mail or hand delivered by an appropriate school official within five days after the third unlawful absence. Three (3) calendar days after the notice has been sent, the school district may prepare and submit a citation to the appropriate district justice for any student and/or parent/legal guardian of any student who accumulates additional unlawful absences.

5.2 Parents, guardians or legal custodian of students of compulsory school age who have accumulated ten (10) or more absences, excluding physician's excuses, suspensions/expulsions and prior approved absences by building principal, will receive written notification that the ten (10) day limit for absences is being approached.

5.3 When a student of compulsory age accumulates ten (10) or more absences, excluding physician's excuses and suspensions/expulsions, that parent/legal guardian and student shall meet with a school counselor, high school principal, or other human resource caseworker to discuss attendance. The parent/legal guardian and the student shall sign a verification sheet acknowledging that their excessive absenteeism was discussed and a corrective plan was discussed with the counselor/principal/caseworker. Any absence beyond the 10th day will require a physician's excuse.

6.0 Enforcement of Compulsory School Attendance

6.1 Nothing in these regulations is intended to supersede the attendance requirement of the Pennsylvania School Code, which details enforcement procedures for violation of the compulsory school attendance laws.

6.1a The student is of compulsory age from the time the student's parents, guardians, or legal custodians elect to have the student enter, which shall not be later than the age of eight (8), until the age of seventeen (17) or earlier if the student has graduated from a regularly accredited high school. (Compulsory age does not apply to kindergarten.)

6.1b If any student who receives the notice specified in Section 5.0, and he/she accumulates any additional unlawful absences, the school district will prepare and submit a citation to the appropriate district justice, each time the student has been absent, for prosecution.

7.0 Notification to Non-Compulsory Students with Excessive Absences-Age 17 and Older

7.1 The parent, guardian or other person in parental relation to students of noncompulsory school age who have accumulated three (3) or more unexcused absences shall be notified in writing of these absences. The district superintendent, principal, or attendance secretary shall serve official written notice of these absences. Such written notice will be sent to the parent/legal guardian by certified mail or hand delivered by an appropriate school official. The guidance counselor/principal shall set up a parent/student conference.

7.2 Parents, guardians, or legal custodian of students of non compulsory school age who have accumulated ten (10) or more absences, excluding physician's excuses, suspensions/expulsions and prior approved absences by building principal, will receive written notification that the ten (10) day limit for absences is being approached.

7.3 When a student of non-compulsory school age accumulates ten (10) or more absences, excluding physician's excuses and suspensions/expulsions, that parent/legal guardian and student shall meet with a school counselor/principal or other human resource

caseworker to discuss attendance. Parent/legal guardian and student (age 17 years and older) shall sign a verification sheet that their excessive absenteeism was discussed with the counselor/principal/caseworker.

8.0 Non-Compulsory Age Attendance

8.1 For students over the compulsory school age (17 and older), every absence over ten (10) days, not substantiated by a physician's excuse within three (3) days of that absence shall be considered unexcused.

8.2 Due process for withdrawal of a non-compulsory school age student for violation of the attendance policy shall be:

1. The principal will review the student's attendance record and document all unexcused absences.
2. The principal will mail a certified letter of notification of intent to withdraw the student to the parent/ legal guardian listing all unexcused dates.
3. Within ten (10) calendar days the parent/legal guardian may make an appeal to:
 - a. The principal to consider reinstatement of student.
 - b. The superintendent of schools when the principal denies the request for reinstatement.

8.3 The student shall remain on the school rolls during the duration of the appeal process.

8.4 During an appeal, any further unexcused absences will terminate the appeal.

8.5 Should a parent/legal guardian choose not to make an appeal, the student shall be removed from the attendance rolls and this shall be considered a voluntary withdrawal and forfeits all rights to appeal.

8.6 Upon a successful appeal, at any level as outlined in Section 8, an individual student behavioral/ attendance contract shall be drafted by the principal and shall be binding for the duration of the school year. The contract shall be signed by the parents/legal guardian, student, superintendent, and principal. Any breach of contract may result in the recommendation to the Board for the student's expulsion.

8.7 Refusal to sign the behavioral/attendance contract by a parent/ legal guardian and/or student may result in the student being recommended to the Board for expulsion.

Requests for Trip Approval

Forms may be obtained in the high school office for parents/guardians to request approval for a planned trip. After completing the form, it should be returned to the school for approval by the principal. The form should be completed prior to the trip.

Assignments are to be obtained **BEFORE** the trip. Missed assignments not announced prior to the trip will be turned in based on the normal absence policy or on a date designated as appropriate by the teacher. Any announced assignment not turned in may result in a zero for that assignment. Students are

responsible for getting all assignments prior to any planned absence.

Homeroom Periods

The following guidelines pertain to first 10 minutes of first period and activity period homeroom:

1. There will be a time for the flag salute. No students should leave the room unless they are called to the office, sent on an errand by a teacher, or excused by the homeroom teacher to attend a meeting. The announcements are made for the benefit of the student - LISTEN TO THEM!
2. During activity period, any student who wishes to attend a club, meeting, or is assigned to any other activity other than homeroom must first go to his/her homeroom and sign out. Any student who does not follow this procedure will be considered to be skipping class.

Bullying Policy

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying means any intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting to include a cyber setting, that is severe, persistent or pervasive and has the effect of doing the following:

- (1) Substantial interference with a student's education
- (2) Creation of a threatening environment
- (3) Substantial disruption of the orderly operation of the school

Extortion is the action of one student or a group of students to obtain or withhold the property of another student by force, threat of violence or harm, or intimidation.

The school setting means in the school, on the school grounds, at a designated bus stop or any activity sponsored, sanctioned or supervised by the school.

The Board encourages students who have been bullied to promptly report such incidents to the building principal and/or Student Assistance Program team. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties will be maintained. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

The district uses the Olweus Bullying Prevention Program to address the issue. This program is used at the school, classroom and individual levels. Administrators, teachers and other staff are responsible for introducing and implementing the program. Efforts are designed to improve peer

relation and make the school a safer and more positive place for students to learn and develop.

Posted school rules include:

1. We will not bully others
2. We will try to help students who are bullied
3. We will try to include students who are left out
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Discipline will be determined based on the number of infractions.

School-wide Positive Behavioral Support Program

For the 2012-2013 school year, Benton Middle-Senior High School is implementing a school-wide positive behavior support program (SWPBS). A school-wide positive behavior support program involves all school faculty and staff, parents, and community members. It is a positive approach to teach, monitor, and support appropriate school behavior for all students while attempting to prevent problem behavior from occurring. School-wide behavior expectations have been developed for all areas of the building and students are expected to know and follow these rules. Students will be recognized for adherence to the school-wide expectations through a positive reinforcement system.

Student Behavior

In an effort to provide administrators, teachers and others having the responsibility of maintaining a high degree of safety within the school, the following list identifies some behaviors that we consider to be inappropriate and the consequences that may be assigned to those students who exhibit this behavior. This listing is **NOT** all-inclusive: **Severity of discipline will depend on the record of the student and the frequency of the offense.** This list and the penalties assigned are subject to continual review. In all cases, the classroom teacher will address the cited behavior with the student prior to issuance of a disciplinary referral and assigning detention. Students should be aware that actions occurring coming to school and returning home are considered to be in the nexus of school and may be subject to disciplinary sanctions on a case by case basis.

A. Level I (Sanctions may include a warning, assignment of detention by the teacher and parent contact by the teacher)

1. Disruption of class or inappropriate actions (repeated offense) – after teacher warning and parent contact
2. Unprepared for class-after teacher parental contact
3. Hall pass abuse (to include: excessive noise, lingering, indirect travel, absence of pass)
4. Cheating/Plagiarism-(loss of credit on assignment and parent contact by the teacher)
5. 4th through 6th tardy to school/semester-

assignment of detention for each offense and parent contact.

6. Use of Radios, Pagers, Beepers, Cell Phones, iPods, CD/MP3 Players, etc. (item will be confiscated. Parent contact and parent pick up of item. Third offense item kept until last day of school)
7. Disruption in Hallways (to include: running, yelling, inappropriate displays of affection, etc.)
8. 4th through 6th tardy to class-assignment of detention by teacher-parent contact

B. Level II (Sanctions may include detentions, In School Suspension assigned by the administrator, Parent contact)

1. Cutting class/study hall
2. Failure to report to After-School Detention
3. Forgery/Lying (first/minor offense)
4. Hall pass abuse (repeated offenses)
5. Continued or major disruptions or inappropriate actions
6. Use of profanity or vulgar actions
7. 7th through 10th tardy to school/semester-ISS assigned for each offense and parent conference with Asst. Principal
8. Bullying/Harassment – First offense

C. Level III (Sanctions may include In School Suspension, Out of School Suspension, possible arrest and/or expulsion)

1. Abuse and/or destruction of school property (Restitution required)
2. Major disruption of class/insubordination, vulgarity directed toward a teacher/staff (Teacher/Parent conference required for return to school.)
3. Fighting (Parent contact and possible police contact)
4. Forgery/Lying (subsequent/serious offenses)
5. Leaving school without permission/ skipping school or unlawful absence under 3 days
6. Theft – possible police notification
7. Tobacco Policy: Possession and/or use of tobacco (any form) (Magistrate citation issued)
8. Major disruption of the educational process or creating a significant disturbance, or disturbance identified as attention seeking
9. Refusal of In-School Suspension Assignment
10. Seriously endangering the health and welfare of a staff or student or causing serious injury or harm to self or others.
11. 10 or more times tardy to School-OSS for each offense. Student will forfeit his/her privilege to participate in sports, all school activities and all dances (including holiday dances and Prom)-Parent conference with Principal
12. Physical attacks on school district employee – (immediate removal from school, suspension or expulsion following school board hearing and possible civil/criminal charges.)
13. Drug and Alcohol Use - see page 8
14. Possession of Weapons - see page 8

15. Bullying/Harassment – Second offense –refer to policy.

Detention

Students may be assigned to after school detention for a variety of offenses. Detention may be assigned at the discretion of the instructional staff to students who exhibit unacceptable behavior. Each student that is assigned detention is required to sign the detention form to indicate that he/she is aware of the detention being assigned. If a student does not complete the assigned detention, he/she will be assigned an additional detention. Failure to complete both assigned detentions will result in an In School Suspension and a requirement to complete the assigned detentions.

- A. Detention will be held Tuesdays and Thursdays from 3:05 p.m. to 4:05 p.m.
- B. Students to be in detention will be given a minimum of twenty-four (24) hours notice.
- C. Those students who are assigned to detention will miss their bus ride home. It shall be the responsibility of the parent(s)/guardian(s) to make arrangements for transportation home.
- D. No talking will be permitted in detention.
- E. Students should go to their lockers before detention and leave school immediately after detention is dismissed.
- F. Students assigned to detention will not be excused for reasons of working, athletic or band/chorus practices, athletic events, etc. Detentions will only be rescheduled for cases of medical reasons, court appearances, or other urgent reasons as approved by the principal.
- G. A detention note, signed by a parent/guardian, must be turned in for each detention served.

Leaving During the School Day

Except in the case of an emergency, no student will be permitted to leave school during the day unless the student has given the principal a note from home concerning the need to leave during the day and the student's parents/guardians have called the office or left a message on the voice mail in the morning. The principal will sign the note verifying approval.

Any student who leaves school for reasons not considered to be excused according to the Pennsylvania School Code, State Board Regulations, and/or school district policy (haircut, shopping, visiting, working at home, etc.) shall be considered to be unexcused.

If the student is leaving for a doctor or dentist appointment, the student will need to present an appointment card from that doctor or dentist to the office prior to 8:00 a.m. the morning of the appointment or have his/her parents/guardians call the office before leaving for the appointment. If the student has a doctor or dentist appointment before reporting to school in the morning, it is necessary to present an appointment card when he/she signs in to school. Any student, who is leaving the building, other than for a group field trip, must sign out at the

office including students who have prearranged appointments. Because those of us involved at the high school have become increasingly concerned about the safety of our students, it is necessary that certain district policies are formulated and followed. Two particular points of the transportation policy will be strictly adhered to: (1) **"A student may not be let off the bus at any stop other than his/her designated stop, except by prior written permission from parent/guardian."** (2) **"A student may not take a guest home, unless adequate seating is available and a written note from the parent, approved by the principal, is presented to the driver."**

Any request for a high school student to have the student go anywhere other than to his/her home after school must be made either in writing or by a parent's/guardian's personal appearance at the school office. Parent phone call will be taken in emergency situations. Students will be released to leave school only with the parent(s)/guardian(s) who are recorded with the school guidance office as being the student's legal guardian. Exceptions to this will be honored only if a written note is furnished and signed by the student's parent/legal guardian.

Dismissal

The following rules apply at dismissal time:

- A. No one should walk into or cross the street until after all of the buses have left.
- B. If someone is waiting in a car to pick you up, wait until buses have left before crossing the street.
- C. Students who drive to school must wait until the buses have left to leave the parking areas.
- D. Walkers should leave the school on the sidewalks or wait until the buses have left to cross the street.
- E. Bus riders must get directly on the bus at dismissal.
- F. Smoking is prohibited on school property, which includes sidewalks in front of the school and on busses.

Personal Property

Students are advised to refrain from bringing personal property or excessive amounts of money to school. If it is absolutely necessary to bring items to school, they should be checked in at the office. Those students who are using lockers without locks (gym lockers) must purchase locks to use on their lockers and are responsible for securing their belongings. Students who use padlocks on lockers are encouraged to give an extra key/combination to the office/teacher for those times when keys are forgotten. The district is not responsible for the loss of any unsecured money or personal property.

Prohibition of Beeper, Cell Phones and Electronic Devices

Students are not permitted to use electronic devices during regular school hours. These items

must be turned off and stored out of sight between 7:55 AM and 3:05 PM. These include, but are not limited to CD players, iPods, MP3 players, cell phones, radios, hand held electronic games, cameras, recording devices or other such devices unless they have permission from a staff member to do so as part of a classroom activity. In addition, the distribution, e-mailing, or posting on an Internet site of any unauthorized photograph, audio recording or video recording taken in school buildings or on school grounds or on any school bus or commercial vehicle providing transportation to and from school or any school related activities is prohibited. Consequences for any violation may include warning, detention, suspension or hearing before the Board of School Directors.

Students may possess cell phones for use before and after school but their unauthorized use during the school day is prohibited. Use is interpreted as using any cell phone function or feature, not just sending or receiving phone calls. Cell phones must be turned off upon entering school buildings and may not be turned on again until they leave the building at the end of the school day. The student bears total responsibility for safeguarding this and any other device in his/her possession.

Telephone paging devices are prohibited with the following exception: Students who are members of a volunteer ambulance, fire company or rescue crew or students who need the device due to the medical condition of an immediate family member may get principal approval upon written request by Fire Chief or health care provider.

Laptop computers and personal digital assistants (PDA) needed for academic purposes must be approved by the building principal. These devices shall be restricted to classroom activities or instructional related activities. Students shall abide by the guidelines established by the classroom teacher and/or school district officials.

Unauthorized use of electronic devices shall result in disciplinary action and may result in confiscation of the electronic device by school personnel. Failure to follow these guidelines will result in the following consequences:

First offense: Confiscation from the student's possession and Parent/guardian will be notified to pick up the device at school.

Second violation: Confiscation of item and the device must be picked up by the parent/guardian for return. Student will receive one day detention.

Subsequent violations: Confiscation of item and notification that item may must be picked up by the parent/guardian. Student will be suspended for one day out of school. Parent/guardian will be notified and further disciplinary action may be imposed at the discretion of the principal. **Students who refuse to relinquish their phone when asked will face immediate suspension.**

The Benton School District assumes no responsibility for the loss, theft, damage or misuse of any electronic device that is brought onto school

grounds, to a school sponsored activity or on any transportation provided by the district.

Cafeteria

The district makes every effort to provide all students with the availability of a nutritional lunch in a safe, clean and secure environment. We have a cafeteria where nutritious, well-balanced meals are available to students and staff. The following guidelines are in effect to insure acceptable standards in our cafeteria operation:

1. Talking during lunch should be in a conversational tone.
2. Students must remain seated unless getting food, disposing of waste or with the permission of the staff in charge.
3. When students are dismissed it is expected the table and floor area around it are clean and free of trays, paper, utensils etc.
4. Students will enter/exit via the main hallway.
5. Throwing of food or causing major disruptions will be subject to disciplinary action.
6. Students are not permitted to have radios, headsets, iPods, MP3's etc. in the cafeteria unless approved by the staff monitor.

The Food and Drug Administration requires that students take milk as their beverage at lunch. In accordance with this law, any student requesting water in place of milk with their lunch must present a written request, signed by a doctor, documenting the need for water instead of milk. A copy of the document will be kept in the food service supervisor's office. The appropriate forms may be obtained from the school health office. Once the forms are returned the student will be allowed to have water instead of milk. A student who needs to charge breakfast or lunch must take care of the process in the cafeteria. A student may only charge six breakfast or lunch meals. Parents will be notified when charges have not been paid. Failure to pay charges will result in the student's report card being held and parents being cited for nonpayment until the charges are paid. Repeated abuse of charging meals will result in losing that privilege.

Use of Soda and Snack Machines

Soda and snack machines may NOT be used between 8:00 a.m. and dismissal time. (The exception is students dismissed early to leave with an athletic team and the water machine in the cafeteria at lunch.)

Drinks During School Hours

Students will not be permitted to have any kind of drink containers during school hours. This includes soda cans, bottles, styrofoam cups or thermos. If you are required by a doctor to have a special drink at lunch- time, speak to the principal/nurse about your situation.

Textbooks

The textbooks for a course are loaned to the

student at the beginning of the year. At that time, the teacher records the book number and condition. Until the book is returned to the teacher, the pupil is responsible for it. At the end of the course, the number and condition of the book are checked with the teacher's record. If the book is lost, damaged, or unduly worn, the student must cover the cost of replacement or damages.

Grooming and Wearing Apparel

We have always been proud of the general appearance of the students at Benton. It is expected that all students will dress neatly and wear appropriate clothing at all times. An important facet of lifelong learning is insuring that young people understand the importance dressing appropriately and maintaining good grooming habits that are acceptable in the normal workplace and by social standards in general. Students at Benton traditionally carry themselves very well and we set standards for them that will instill personal pride and value in themselves and our school. The following criteria will be in effect to insure that the expectation of all students to be neatly and appropriately dressed is met:

1. Clothing and/or patches displaying offensive words/pictures, drug/alcohol symbols will not be permitted.
2. Students may not wear caps, hats or bandanas or keep hoods up in school. These items will be confiscated.
3. Students may not wear tank tops, halter-tops or any blouse/shirt that does not completely cover the midriff. Shoulder straps must be at least three inches wide. (Spaghetti strap tops/dresses are not permitted unless a shirt/sweater is worn over them.)
4. Shoes must be worn at all times.
5. Spandex/biker shorts, gym shorts or short shorts will not be permitted. Lounge pants/pajamas are not permitted.
6. Skirts, shorts and dresses should be no shorter than fingertip length when the arms are held at the side.
7. If a student is identified as wearing something inappropriate they may be issued something to wear for the day or have someone bring clothing.
8. Repeated violation of the school dress code will be subject to disciplinary action as a continued inappropriate action.

Smoking and Possession of Tobacco

Act 145 of 1996 amends the Crimes Code to include language that prohibits students from possessing or using tobacco in a school building, a school bus, or on school property at any time. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine plus court costs. The court may admit the student to an adjudication alternative in lieu of the fine.

Students who have tobacco in their possession in any form while on school property or school provided transportation must turn this over to a school employee when requested and will be suspended.

Health Office

Students visiting the nurse must have a pass from their classroom teacher and must sign out and back in to class on the appropriate form. Students may not stop in between classes. Students with a pass to the nurse may only go there and return to class.

Medication Policy

Use of medications: The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication in accordance with the direction of a parent or physician to a student during school hours will be permitted only when:

- A. Failure to take such medicine would jeopardize the health of the student.
 - B. The student would not be able to attend school if the medicine were not available during school hours.
 - C. Prescription Medication:
 - D. If, under exceptional circumstances, a child is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:
 1. Medication must be in original pharmacy container.
 2. Written instructions signed by the parent and physician will be required and will include:
 - Child's name
 - Name of medication
 - Purpose of medication
 - Time to be administered
 - Dosage
 - Possible side effect
 - Termination date for administering medication
3. The school nurse will:
 - Keep a record of information regarding item #2
 - Inform appropriate school personnel of the medication as needed (parent permission required)
 - Keep a record of medication administered
 - Keep medication in a locked area or refrigerator if necessary
 - Return unused medication to parent only, or by way of the child with the parent's permission and in a sealed envelope.
 4. The parents of the child must assume the responsibility for informing the school nurse of any change in the child's health or change in medication.
 5. It is the responsibility of the student to report to the nurse's office at the prescribed time.

6. The school district retains the discretion to reject requests for administration of medicine that can be administered outside of school
 7. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.
- D. Non-Prescription Medication:
1. Non-prescription medications may be administered under the following conditions:
 - a. Permission indicated by parent on the emergency form or note from parent requesting administration of specific non-prescription medication.
 - b. Medication must be in the original container and delivered immediately to the nurse's office.

All medication must be administered through the health office. Unsupervised, self-administration of medication is not permitted unless cleared through the health office with a note from the family physician. In some situations (such as inhalers used for asthma or an EpiPen used for allergies), it may be necessary for the medication to be carried by the student. In this case, the medication and its administration must be cleared through the health office by the school nurse. At no time will teachers or other staff administer any medication.

Drug and Alcohol Policy

The possession or use of drug substances, including alcohol or any chemical or medication not listed or approved by the school health office, on school property or while involved in a school related activity, is forbidden and is considered abuse in accordance with Board Policy #227-Controlled substances and Policy # 218- Student Discipline.

In addition to school buildings, this restriction extends to school buses, school grounds, field trips sponsored by the school, or any activity related to the school, or any activity for which the school is responsible. Possession shall be interpreted as a knowledgeable holding for use, distribution, or safekeeping. Holding of a substance for others shall be considered an offense of possession. Violation of these restrictions will result in the disciplinary action as stated in the referenced policies.

Any student of the Benton Area School District who possesses, uses, dispenses, or sells controlled drugs or alcoholic beverages or is "under the influence" as defined by policy while under the jurisdiction of said district and as defined in the School Code shall, upon evidence that is satisfactory to the school authorities, be temporarily suspended immediately, and the appropriate police authorities shall be notified of the incident. A student, who is involved in an offense for possession, using, dispensing, or selling controlled drugs or alcoholic beverages or being "under the influence", with evidence that is satisfactory to the school authorities, may be suspended up to ten days Out-of-School and may be referred to the School Board for a possible

expulsion hearing.

In a motion passed by the Benton Area School Directors at their regular meeting of April 13, 1981, permission was given for a drug-sniffing dog and its designated handler to enter school premises upon the request of the school administration.

Weapons Policy

This policy and its associated guidelines are an effort of the district to respond effectively to the potential for use and abuse of weapons by the school population. Section 1317.2 to the Public School Code and Board Policy 218.1 provides that school districts must expel for a period of at least one year any student who is found guilty, after a proper hearing, of violating the weapons policy for having brought a weapon onto school property, any school sponsored activity or any conveyance providing transportation to a school or school sponsored activity. Possession of a firearm, shotgun, rifle or any device capable of propelling a projectile or any explosive device will be cause for a school board hearing and possible expulsion. Any exception to this mandatory one-year expulsion may only be determined by the school board on a case-by-case basis upon the recommendation of the Superintendent. This could be carried over to the next school year when required to complete the term of expulsion. Possession of a weapon and inflicting or threatening to inflict bodily injury with other than a rifle, shotgun, or firearm, meaning, but not limited to, a knife, a cutting instrument, a cutting tool, nunchuks, chemical substance while on school property, in school buildings, or on public conveyance to or from school will be cause for a school board hearing and possible expulsion. This could be carried over to the next school year when required to complete the term of expulsion. Any student having been expelled for 180 days under this policy and found guilty of any subsequent violation this policy will be permanently expelled.

Search and Seizure

The Board and administration place high priority on providing a safe and secure learning environment for the students in our care. It is necessary to provide safe in-school storage of books, clothing, school materials and other personal property and to provide lockers for student use. Additionally, the board understands the need of the school to both educate the student and protect their welfare. With this in mind, principals may find it necessary to conduct searches of school property, student possessions and students themselves.

All lockers are, and shall remain, property of the district. Students shall have no expectation of privacy in their lockers. Students are encouraged to maintain a lock on their locker. If they choose not to have a lock then they will be responsible for any/all objects found in their locker.

The board reserves the right to authorize its employees to search a student's locker and personal property any time there is a reasonable suspicion

that there is contraband, a substance or an object, the possession of which is illegal, or any other material that poses a hazard to the safety of students and staff or may negatively impact normal daily operation. Searches may include the use of drug dogs. The district also reserves the right to inspect any and all vehicles parked on school property, including the use of drug dogs. There should be no expectation of privacy for vehicles parked on school property. Vehicle searches may be done for items such as, but not limited to, illegal substances, weapons, explosives, alcohol or any item(s) which may endanger the safety and well being of students, district staff, visitors and district property.

School officials shall make every effort to contact anyone whose locker, personal property or vehicle may be searched. However, the giving of such notice or presence of the individual(s) is not required for the search to be conducted. Blanket locker searches will not be conducted unless there is an emergency, such as a bomb scare. General, unannounced administrative searches for health reasons (such as rotting food) or administrative reasons (overdue library books, missing equipment, stolen property, etc.) shall be permitted.

All searches will be conducted to the maximum extent allowable by state and federal statute and will be reasonably related in scope to the circumstances that originally provided justification for the search.

Exclusions from School

Any student who is excluded from school shall be responsible to determine the school work (i.e. exams, quizzes, homework) that will be missed during the period of exclusion. This work must be handed in (or exams, quizzes taken) on the first day back to class/school following the exclusion. **Students are not allowed to participate in any activities or be on school grounds during the period of exclusion for extra-curricular activities.**

Exclusions for these purposes shall include:

- A. In-School Suspension
- B. Out-of-School Suspension
- C. Extended Suspension
- D. Expulsion

Study Halls

Study halls are for study purposes. Playing cards or board games listening to Ipods, MP3, radios or disc players, playing electronic games, etc. will not be permitted.

Students are responsible to bring enough work or reading material to keep them busy and quiet for the length of the study hall.

Lavatory Use

- A. A student may not enter a lavatory between classes.
- B. A student who wishes to go to a lavatory during a period must first receive the teacher's permission,

sign out on the form provided, and have the proper pass.

- C. A student should not stop at a lavatory on the way to the library.
- D. A student is expected to use the appropriate lavatory that is nearest to his/her classroom.

Hall Passes

Any student who wishes to leave a class, study hall, homeroom, or the Library, other than at his/her lunch time, must have his/her pass which has been completed with the time the student is leaving the room, and then initialed by the teacher. Any student who is in the hall must have a proper pass. The times on these passes will be checked to determine if the students are wasting too much time going to wherever the pass is for, or returning.

Computer Usage

The Benton Area School District realizes the importance of current computer technology to be an educational priority. In order to insure all students continued accessibility to the current technology, guidelines must be established to insure responsible use of equipment. The primary prerequisite for use of computer technology requires that the student take full responsibility for his or her own actions. Benton Area School will not be liable for the actions of the computer user. All users shall assume full liability, legal, financial or otherwise, for their actions and may face disciplinary action for rules violations. The purpose of the computer technology program is educational. Users shall not use the computers for non-school related projects or create, or be in the possession of, files that are pornographic, defamatory, potentially offensive, or otherwise deemed inappropriate. The Benton Area School District reserves the right to examine any or all data stored in the machines. Students will not bring in disks or CD's for use in the machines without prior approval. The Benton Area School District strongly condemns pirating - the illegal distribution of software. Any student found pirating files from the computers will have all computer privileges revoked.

Guidance Office Visits

Any student who desires to go to the guidance office should complete a "Request to Visit Guidance Office" form during homeroom or at the guidance office. The classroom teacher may refuse scheduled student appointments if the appointment conflicts with testing or significant project participation.

Directory Information

In accordance with the Family Educational Rights and Privacy Act and Board Policy 216, the district may release directory information contained in the record of a former or present student that generally is not considered harmful or an invasion of privacy. This includes, but is not limited to, the student's name, date of birth, address, sex, place of birth, resident school district, transcript, major field of

study, dates of attendance, enrollment status, participation in recognized sports or activities, weight and height of athletic team members, degrees, honors, awards and most recently attended agency or institution. Parents may opt out of this requirement by notifying the district in writing that they choose not to allow release of the information. By law, military recruiters are allowed the information without exception.

Visits with College and/or Armed Forces

Representatives

Any student who desires to talk with a college or armed forces representative must first go to his/her class or study hall or homeroom and obtain permission from that teacher. A student who does not follow this procedure will be considered to be skipping class.

Career and/or College Visitations

A. Career/college visits shall be restricted to junior and senior students only.

B. All such visits must be cleared through the guidance office.

C. Excusal from school for these visits will be permitted for two and one half days in each of the two years unless approved by the principal.

Additional visits must be done on days when school is not in session. These visits may be made in half-day amounts of time.

D. A parent permission form must be signed and registered in the guidance office before the student is permitted to leave school.

E. A visitation form (available in the guidance office) must be signed by an official of the place visited, and returned to the guidance office. The time of departure from the location visited must be noted on this form.

F. It is the student's responsibility to make up missed work at a time designated by the teacher

G. Any student who is failing a present grade level may not be allowed on a college visit.

Athletic Eligibility

It is important to understand that a student's academic performance is the primary focus of their educational process. While athletic competition and participation are important life long learning activities, we must insure that participation will not negatively impact the student's learning process. With this philosophy in mind, the criterion for athletic eligibility is based on student classroom success. Scholastic eligibility shall be determined by the student's progress in each subject of an approved curriculum. This eligibility is defined as not having a failing grade in a maximum of two full credit subject areas, or a combined equivalent of two full credits. For example, if a student failed English and Math, they would be automatically ineligible. If a student failed Math and two courses worth ½ credits they would be deemed ineligible. Likewise, if a student failed four courses worth ½ credits each they would be declared ineligible. This policy will help

insure academic proficiency among student athletes and maintain focus on the educational success of the student. The following criteria will apply when determining the athletic eligibility of each student:

1. In order to be eligible for interscholastic athletic competition, a pupil may not fail courses, which cumulatively total two full credits during the preceding grading period. Eligibility shall be cumulative from the beginning of the semester and reported on a weekly basis. The athletic director creates the eligibility list from teacher record on Friday of each week. If a student is found ineligible due to academic criteria, the coach and student are notified. The eligibility list is sent to the principal. The suspension of eligibility begins the next Sunday and lasts until the following Sunday. However, during a holiday period when there are no classes the following week, the suspension becomes effective the Sunday prior to the start of classes and goes to the next Sunday. During that time the student may practice with the team but may not participate or travel with the team. If the student continues to be academically ineligible, then all association with the sport will be suspended, including the ability to attend games as a spectator. If the student is ineligible for a third consecutive week then they will be suspended for the remainder of the marking period. Back work may be made up providing it is in accordance with the regular rules of the school and agreed upon by the teacher.

1. At the end of the school year, the student's final grades and credits will be used to determine eligibility for the start of the school year. Summer school credit will be included in making the determination.
2. A student whose work does not meet the above established standards shall be ineligible to participate in athletics for fifteen (15) school days of the next grading period, beginning on the day report cards are issued.
3. Ineligible students cannot participate in interscholastic events and are not permitted to travel to away events while ineligible.
4. **Suspended students (including ISS), may not participate in any extracurricular activity that day.**

Senior Athletic Jackets

In order to receive a Senior Athletic Jacket, a student must have participated four years in one sport or a combined total of seven seasons in all sports with the coach's recommendation.

The High School Office

The personnel in the high school office are available to assist students who have genuine problems. All students reporting to the office must present a written pass issued by a classroom teacher during class times. Students requested to report to the office by the P.A. system or daily bulletin, or in the event of emergency do not require a pass. Students are not permitted behind the counter in the

office unless authorized. Staff sending students to the office must first make sure someone is available unless it is an emergency situation.

Driving to School

Students who drive to school must register their cars in the high school office. No student's car may be parked along Park Street in the area designated by No Student Parking signs. Cars may not be moved after school until all buses have left. The parking area adjacent to the shop is designated for faculty only. Students who drive recklessly on or around school grounds, or are cited by law enforcement officials on or around school grounds may lose their driving privilege.

Telephone Usage

No student, except in emergency cases, will be called to the telephone during the school day. Messages will be taken and passed on to the student when it is most practical.

The public pay phone is to be used by students during the day ONLY after asking permission in the office.

Student Visitors to School/Events/Dances

All student visitors MUST be approved by the high school principal **PRIOR** to their visit. All student visitors must report to the high school office at the beginning of the school day or sign in at the event. **Dance guests must be signed up by the posted deadline.** Any student who wishes to visit our school or attend student only events must present a letter from his/her own school or obtain a form from the office signed by their school's principal. This letter must indicate the grade in which the student is enrolled and the date of the intended visit. No student visitors will be permitted who are not in grades 7-12 unless approved by the principal. Unless the visitor is a near relative of the host student, there will be no boy/girl visitor/host combinations permitted.

Grading System/Symbols

A:	93-100
B:	86-92
C:	77-85
D:	70-76
F:	Below 70 Failure- indicates failing work
I:	Incomplete work
WP:	Withdraw, passing
WF:	Withdraw, failing
S:	Satisfactory
U:	Unsatisfactory
O:	Outstanding

Final Examinations

All students in grades seven through twelve will be required to take comprehensive final examinations in all of their major subjects at the end of the school year unless otherwise determined by

the principal/teacher. The grade on these examinations will count as one-ninth of the final course grade for seventh and eighth grade students (first nine weeks' grade, plus second nine weeks' grade, plus third nine weeks' grade, plus fourth nine weeks' grade, times two, plus the final examination grade, divided by nine). For students in grades nine through twelve, the final examination grade will count as one-fifth of the final course grade (first nine weeks' grade, plus second nine weeks' grade, plus third nine weeks' grade, plus fourth nine weeks' grade, plus the final examination grade, divided by five). Students will not be exempted from taking final examinations because of high course averages.

Benton Area Middle High School Plagiarism Policy

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the values and goals of Benton Middle High School. Whether an assignment is in a visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Benton Middle High School or any other institute of higher learning. It is an expectation that all departments and students adhere to and enforce this policy. Plagiarism is defined as: The unauthorized use of the language and thoughts of another author and representation of them as one's own (Random House Webster's College Dictionary, 2000)

Plagiarism includes but is not limited to:

1. Taking someone else's assignment or portion of an assignment and submitting it as one's own
2. Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
3. Presenting the work of tutors, parents, siblings, or friends as one's own.
4. Submitting purchased papers as one's own.
5. Submitting papers or ideas from the Internet and claiming them as your own

Consequences for Plagiarism:

If the teacher suspects that a student has plagiarized in his/her project or paper the teacher will meet with the student to discuss the infraction. The principal will then be notified as well as the parent(s) of the student. **Range of consequences includes:**

1. Reassigning a new paper or project for a chance to earn partial credit.
2. A grade of zero (0) for the assignment with no opportunity to make up the work in any way, including extra credit work.

Recurring plagiarism and forms of cheating may result in the following:

1. A letter in the student's academic files detailing the offense.
2. Notification to National Honor Society advisor, if appropriate.

3. A reduction in overall course grade for the term or year.
4. Disciplinary action taken by administration.

Graduation Requirements

Students graduating from Benton Area High School must meet the following requirements must obtain the number of credits established by Board Policy for units of credit in grades 9-12 and complete a senior project. These units of credit shall include:

- English
- Mathematics
- Science
- Social Studies
- Health Education
- Physical Education
- Approved Electives
- Computer Applications
- Comp. Proj. or Graphics
- Driver's Ed

Promotion and/or Retention

A. Middle School students (7th and 8th grade) are promoted based on the following criteria:

1. Students are advanced to grade 8 and 9 upon successful completion of English/Reading, math, science, and social studies. Students who fail one or more of these courses will meet with the guidance counselor, parent and faculty as a team to determine summer school requirements or if retention is appropriate. Retention recommendations must have the concurrence of the team and parent and must be approved by the principal.
2. Seventh and eighth grade students who are retained will retake all of the courses scheduled for that grade/section.

B. Senior High School (Grades 9-12)

1. Students are advanced to the next grade level upon successful completion of appropriate coursework and scheduling of failed courses.
2. In addition, a student must pass a minimum 4.0 units during each year in order to be promoted.
3. Advancement to proper standing may be affected by problems encountered by inability to schedule repetition of several "required" subjects, i.e. English, Social Studies, and Math etc.
4. Scheduling students in courses that meet at the same time on any number of days will be done only in order to make-up courses that are not offered approved Summer Schools.

Make-Up Work

1. It is the student's responsibility to ask his/her teachers for assignments prior to a planned absence or what he/she may have missed during an absence.
2. Student must be prepared for an unannounced quiz on any day on any material covered when they were present.
3. Following a one-day absence, students must have previously assigned homework ready to turn in and/or ready to take a previously announced test on

their return to school unless otherwise designated by the teacher.

4. Following an absence of two or more consecutive days, students must be ready to take a previously assigned test and turn in any previously assigned work on their return to school unless otherwise agreed upon by the teacher. Any tests or work not previously assigned will be done at the discretion of the teacher, with a minimum one-day grace period. A student will have a grace period to achieve the minimum objectives by replacing an incomplete with the letter/numerical grade the student has earned. Following a period of three or four consecutive days of absence due to illness, a maximum grace period of the number of days absent, plus one day, will be given. Following a period of five or more consecutive days of absence due to illness, the student has a maximum of five school days to make up the work missed.

If a student is absent due to a lengthy illness, the student is responsible to contact the school to make arrangements to receive and drop off assignments, or to arrange for homebound instruction.

It is the responsibility of each student to contact teachers to determine what work is to be made-up and to make arrangements to complete that work.

If, during a marking period, a student fails to meet a reasonable deadline for completion of any assignment, (by student's own volition), no credit (an unsatisfactory grade) will be given for that assignment during that marking period.

Summer School

Any student in grades 7 through 12 who fails a subject and wishes to make-up the failure during the summer will be required to attend Benton High School's summer school program for courses offered. Permission of the high school principal/guidance counselor is required for those students with an average below 50%.

Honor Roll

- A. Any student who has an average of 93 or better in his/her subjects will be placed on the "Distinguished" honor roll for the grading period.
- B. Any student who has an average of 86 through 92.5 will be placed on the honor roll for the grading period.
- C. A grade of "F", or "I" in any subject on a student's report card shall automatically disqualify him/her from being on the honor roll.

National Honor Society

In order to become a member of the National Honor Society, the following must be met:

- A. The student must attain an average of 90.00 or higher (89.99 or lower "rounded off" is not sufficient.)
- B. After having attained this average, the student will be offered an application for membership.
- C. After the student has completed this written application, it will be examined and discussed by the faculty committee
- D. After having examined the student's leadership,

service, and character, the faculty committee will determine whether or not the particular student should be offered membership. (7th and 8th graders are eligible for the National Junior Honor Society.)

Benton Area Businessmen’s Awards
Iva Conner Sports Awards
Derr Scholarships
Benton Women’s Club Scholarship
V.F.W. Citizenship Awards
C.C.F.N.B. Scholarship

Rank in Class Computation

- A. A two-year rank will be computed in the summer following the sophomore year. A three-year rank will be computed at the end of the junior year (for college applications). A senior rank computed at the end of the third marking period will be used for all scholarships, selection of graduation speakers, and transcripts. A final rank in the summer, including all four years, will be sent to colleges with final grades.
- B. All courses count toward G.P.A.
- C. Students who make up subjects in summer school will be given credit for having passed those subjects.
- D. Algebra I taken in 8th grade will be included in rank-in-class.
- E. Failed subjects retaken will be counted in rank-in-class each time.
- F. Teachers will assign a numerical value for rank-in-class purposes if a student receives an “S”, “U”, “O”, or “WF”.
- G. All seniors are included in senior rank and final rank, even those who do no graduate.
- H. In order to permit the computation of rank-in-class by the necessary times, the following guidelines will be necessary: For rank-in-class purposes only, an “I” or an “F” will be designated with the numerical grade of 65 three weeks after the end of the first semester for seniors, and one week after the last day of school for juniors.
- I. Letter grades from districts with numerical equivalence will be counted as the mid point of that letter grade numerical range. Districts that do not provide numerical equivalence will be counted according to the following:

	A+	100
4.0	A	96
	A-	93
	B+	92
3.0	B	89
	B-	86
	C+	85
2.0	C	81
	C-	77
	D+	76
1.0	D	73
	D-	70
	F	Below 70

Graduation Awards

The following is a sample list of some of the awards/ scholarships given to the graduating class. Students must apply for scholarships through the guidance office:

L.R. Appleman Alumni Scholarships
Warren L. Ketner Education Award
Bloomsburg Kiwanis Scholarship

Working Papers

A. There are two types of working papers issued by the district:

1. Vacation Employment Certificate - this is for a student who wishes to work on vacations or part time during the summer year (but not to interfere with school hours).
 2. General Employment Certificate -this certificate is for those students who wish to withdraw from school after reaching the legal age.
- B. Either of these certificates may be obtained in the high school office. **In order for a student to obtain a working paper, the student’s parent/guardian must come to the high school office and bring along the student’s birth certificate.**

Dance Guidelines and Dress Code

Dances are designed to provide a social activity for students and their guests that is enjoyable for all. These guidelines are established to insure that appropriate behavior and an environment free of disruption is provided. Students are expected to dress appropriately. Clothing should be clean, in good repair and worn in an appropriate manner. If the dance is designated as a Formal or Semi-Formal the following are examples of attire that is appropriate:

Males: Dress slacks, dress shirt, (tie, sport coat, suit, tuxedo if formal or semi-formal), appropriate shoes.

Females: Dress slacks, blouse, skirt, (Formal dress, skirt, etc. if formal or semi-formal), appropriate dress shoes.

Students are not allowed to leave the dance once they have signed in. If you leave the building, you may not return.

Prom Guidelines

The Junior/Senior Prom is a formal dance sponsored by the junior class to acknowledge the senior class with a special evening. This event is designed for the older students of our school who will soon be adults in the community. As a general rule, all members of the junior and senior class are invited to attend the prom. They may bring a guest to the prom from their classes, the sophomore class, freshmen class, or recent graduates of high school. Student guests from other schools must complete the verification form available in the office to be completed and signed by the guest’s school principal prior to the dance. Students classified as seventh and eighth graders, or those over the age of twenty-one (21), are not eligible to attend the prom. Exceptions to this rule must be approved by the high school principal. Costs of the prom are covered by money collected from class dues payment. Students may not attend

any event or activity paid for using class dues if the dues are not paid.

Pregnant Students

Students who become pregnant prior to graduation are encouraged to finish their high school education. In order to meet certain state and local regulations, however, guidelines must be followed.

A student who is pregnant will be excused from school attendance only for that period of time that is prescribed by the student's medical doctor. During that period of time for which the student has been excused from regular attendance (except during the period of hospitalization), it will be required that the student come to the school a minimum of two times per week for the purpose of obtaining assignments, taking tests, etc., in order that she might be able to meet the requirements for passing her courses.

Standardized Tests

In accordance with the recommendations of the superintendent of schools, the board of education has approved a district testing program designed to provide information concerning the proficiency of all students in the district on standardized tests of academic achievement and aptitude.

The results of these tests provide a continuing record of each student's academic progress in comparison with national norms. They are also an invaluable aid to the student's teachers and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. Each student's scores on these tests will be maintained in the school record as long as the student attends school in this system. Should the student transfer to another school system, you will be notified of the transfer of his or her permanent record to the new school system. No individual or agency outside the school system will be permitted to inspect a student's school record without the parents' written permission.

Withdrawal from School

A student must go to the guidance counselor to begin the process of withdrawing from school. If it is determined that the reason for the withdrawal is other than transferring to another school district and is meant to be a permanent withdrawal from compulsory attendance, the student must meet with the guidance counselor. If the student is still intent upon leaving, the Student Exit Interview form will be completed. When the student is under the age of 18, the parents will be required to meet with the guidance counselor before the exit procedure is initiated. A certified letter will be sent home to the parents notifying them of the student's intention to withdraw and of the required meeting.

Pupil's Right to Refuse Animal Dissection

Section 1522 of the Pennsylvania School Code provides that:

A. Public or nonpublic school pupils from kindergarten through grade twelve may refuse to

dissect, vivisection, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.

B. Schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the right of their children to refuse to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise that involves the use of animals.

C. A pupil who refuses to participate in or observance of a portion of a course of instruction in accordance with this section shall be offered an alternative education project for the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require the harmful or destructive use of animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the right afforded that pupil by this section and lowering a grade because a pupil has chosen an alternative education project or test is strictly prohibited.

Dues

1. Each Class/activity will decide by vote the amount of class dues.
2. The method and due date for payment will be established by the class.
3. Students who elect not to pay class dues may not be allowed to participate in activities that are supported by the dues payment.
4. These activities include class trip, prom, graduation events and ceremony and reduced yearbook cost.
5. Class advisors are responsible for maintaining all records of monies collected and establishing a payment process.

Public Awareness Notice Special Education

22Pa. Code Chapter 15 In compliance with state and federal law, the Benton Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those

applicable to all eligible students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact in writing the Special Education Director or any building principal. If there is disagreement with the results of a psychological/educational evaluation conducted by the school district, the parents/legal guardian of the child have the right to an outside evaluation of the child. The Benton Area School District complies with all federal and state regulations regarding access to provisions of independent evaluations. Questions and/or concerns can also be directed to the following website:
<http://www.pde.state.pa.us>. Additional information can be located at www.pattan.net

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the Special Education Director or any building principal.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, specifies what information in school records is public or private. It requires (with certain exceptions) the Benton Area School District to obtain written consent from a parent or guardian, prior to the disclosure of personally identifiable information from a child's educational records. However, the district may disclose certain "directory information" without written consent, unless the parent/guardian notifies the district in writing that they do not want the child's name disclosed under any circumstances. "Directory Information" is generally not considered harmful or an invasion of privacy if released, and can also be disclosed to outside organizations without parental written consent. Some examples of "directory information" are: yearbooks, honor roll lists, bus lists, homeroom lists, graduation programs, and sports activity sheets. It can also include yearbook publishers, manufacturers of class rings, and military recruiters. If a parent/guardian does not want the Benton Area School District to disclose "directory information" from their child's educational records, they must notify the district in writing by September

30, 2010. Additional information about FERPA regulations can be found on the US Department of Education website.

CHIP (Pennsylvania's Children's Health Insurance Program)

CHIP is short for the Children's Health Insurance Program - Pennsylvania's program to provide insurance to all uninsured children and teens. All uninsured children and teens in the commonwealth who are not eligible for medical assistance will have access to affordable, comprehensive health-care coverage. Now, no family makes too much money for CHIP. It's the same great program, now available to all families.

Communication with School Board

Any individual or community group has the right to present a request, suggestion or complaint concerning district employees, the program or the operation of the district to the Board of Education. At the same time, the board has a duty to protect its employees from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for appropriate remedies. Misunderstandings between the public and the school district shall be resolved by direct discussions of an informal type among the concerned parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be employed. Any complaints or suggestions reaching the Board or its members may be referred to the proper administrator for consideration and action if deemed necessary. In the event that further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures:

Matters Regarding District Employees:

First Level: A matter specifically directed toward a district employee shall be addressed, initially to the concerned employee who shall discuss it with the complainant and make every effort to provide a reasonable explanation or take appropriate action within the employee's authority. As appropriate, the staff member shall report the matter, and whatever action has been taken, to the building principal or immediate supervisor.

Second Level: If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal or immediate supervisor.

Third Level: If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor will provide to the Superintendent or designee a report that includes the specific nature of the complaint and a brief statement of relevant facts, how the complaint has

been affected adversely, the action requested, and the reasons why such action should be taken.

Fourth Level: Should the matter not be resolved by the superintendent or designee or is beyond the scope of his/her authority and requires Board action, the superintendent or designee shall provide the Board with a complete report.

Final Level: The Board, after reviewing all material relative to the case, shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board. The complainant shall be advised of the board's decision, in writing, no more than ten (10) days following the hearing.

Matters Regarding a Program, Operation or Instructional Materials:

A request, suggestion or complaint relating to a matter of district or school policy, procedure, program, operation or instructional materials, shall be addressed initially to the building principal or department head who is most directly concerned and then brought to higher levels of authority in the manner described previously in this section.

Matters Regarding Student Progress and Well-Being:

In the case of a complaint directed toward this area the steps described previously in this section will be followed. The board has directed that all parents be advised of the above procedures through direct correspondence at least once each year